

GLOSSARY OF ADS TERMS

#s

***360 Degree Input Sources**

Customers, peers, other managers, subordinates, and other individuals with whom or for whom an employee may have worked who can provide feedback, from their various perspectives, about an employee's performance during any period of performance currently being evaluated. (Chapter 462)

656 Committee

Interagency Federal Energy Policy Committee, the group designated in section 656 of the DOE Organization Act to provide general oversight for interdepartmental FEMP matters. It is chaired by the Under Secretary of DOE and includes the designated Assistant Secretaries or Assistant Administrator of the Department of Defense, Commerce, Housing and Urban Development, Transportation, Agriculture, Interior and the U.S. Postal Service and General Services Administration, along with similar level representatives of the National Aeronautics and Space Administration and the Veterans Administration. (Chapter 528)

- A -

A and B Rolls

Negative rolls of motion picture film, usually 16 mm, in which the shots are distributed between two rolls to permit special effect on printing. (Chapter 502)

Abolished Position

An SES position which is surplus to the needs of the Agency due to any of the following reasons: (1) lack of work or curtailment of a function, (2) shortage of funds, (3) reorganization, (4) determination that the appointee's position no longer meets the definition for inclusion in the SES because of a change in duties or responsibilities, or (5) - another action which results in the elimination or modification of an SES position. (Chapter 455)

Abroad

Areas outside the United States and its territories and possessions. (Chapter 523)

academic training

Includes any program at a college or university leading to a degree (e.g., Associate of Arts, Bachelor of Arts/Sciences, Masters of Arts/Sciences, or Ph.D.). Academic training can also include post-doctoral studies. (Chapter 253)

Acceptable Level of Competence

For the Civil Service, an acceptable level of competence means "Effective" performance by an employee of the duties and responsibilities of their assigned position which

warrants advancement of the employee's rate of basic pay to the next higher step of the grade of their position. (Chapter 462)

access

The process of making a record available to an individual who is the subject of the record to inspect in person or by providing a copy of the record by mail. (Chapter 509)

The ability and opportunity to obtain knowledge of classified information. An individual is considered to have access by being in a place where national security information is kept, processed, handled, or discussed, if the security control measures that are in force do not prevent that person from gaining knowledge of such information. (Chapters 562, 566, 567, 568)

access-AIS

The ability and the means necessary to read, store or retrieve data, communicate with, or make use of any resource of an automated information system (AIS). (Chapter 562)

access control-AIS

The process of limiting access to the resources of an AIS system only to authorized users, programs, processes, or other AIS systems (computer networks). Synonymous with controlled access, controlled accessibility. (Chapter 562)

access control-Physical

Security hardware, equipment and procedures designed to limit, control or prevent access to offices through the use of physical barriers, locking hardware, electronic systems and guard forces.(Chapter 562)

Access Restriction

An access restriction is placed to preclude an employee's access to specified information. When access restrictions are imposed, OIG/SEC will coordinate with M/HR or OIG/M as appropriate and with the head of the office of the employee's assignment. The employee will be notified in writing of the restrictions, the reasons for the action, and the time period for the restrictions. Such restrictions will specify the subject matter or specifically designated projects/documents, or other conditional or probationary terms of access. The time period of the restriction may be indefinite or may depend on resolution of a precipitating issue(s) sufficiently to permit the restoration of full access eligibility. (Chapter 566)

Accommodations (Airplane)

a. PREMIUM CLASS - Business class, first-class or equivalent. (Chapter 523)

b. ECONOMY CLASS - Air transportation costing less than premium, including excursions, groups, and special fares. (Chapter 523)

Accompanying Baggage

The property that travels with a traveler. (Chapter 523); a. FREE ALLOWANCE - Accompanying baggage that is carried free of charge by carriers. Generally, two (2) pieces on American carriers when flight originates in the United States. May vary on foreign carriers. (Chapter 523); b. EXCESS ALLOWANCE - Provision for baggage exceeding the free allowance carried by transportation companies. Usually limited to an amount of weight or pieces in order to make the total amount of baggage authorized equal to the free allowance of premium-class. (Chapter 523)

accountability-AIS

The concept that an individual user is held responsible for system actions that occur while the system password is actively enabling system access.
(Chapter 562)

Accountability Report

Annual report to OMB and Congress that integrates the following information:

- Federal Managers' Financial Integrity Act report;
- Chief Financial Officers Act Annual Report (including audited financial statements);
- Management's Report on Final Action as required by the Inspector General Act;
- Civil Monetary Penalty report;
- Prompt Payment Act report;; and
- available information on Agency performance compared with its stated goals and objectives, in advance of the statutory Government Performance and Results Act requirement.

Accountable Property

Accountable property for USAID is: (a) all non-expendable residential furniture and equipment regardless of cost or location; (b) all other non-expendable personal property items costing \$100 or more exclusive of shipping, packing and storage costs; (c) any expendable stock inventory in stockroom or non-expendable property in warehouse; and (d) any leased or borrowed non-expendable property regardless of cost. (Chapters 534, 547)

Accountable Property Officer (APO)

Official(s) appointed by Agency Property Management Officers who are responsible for IT property. The official who is charged with budgeting, accountability, receipt, storage, issuance, record keeping, inventory, reporting, and certification of all FIP resources records and reports within the accountable area. (Chapters 532, 547)

*Accrual

The value of the liabilities recognized during the period for goods and/or services received, but not disbursed or invoiced but not recorded. It may also refer to the value of associated expenditures (expenses). (Chapter 631)

*Accrual Accounting

The basis of accounting that records revenues when earned and expenditures (expenses) when the goods are received or services performed even though the receipt of the revenue or the payment of the expenditure may take place, in whole or part, in another accounting period. (JFMIP) (Chapter 631)

***Accrued Expenditure**

Charges incurred during a given period that reflect liabilities incurred and the need to pay for (1) services performed by employees, contractors, vendors, carriers, grantees, lessors, and other Government funds; (2) goods and tangible property received; and (3) amounts becoming owed under programs for which no current service or performance is required (such as annuities, insurance claims, and other benefit payments). (JFMIP) Includes both Expenditure and Accrual components. (Chapter 631)

Accrued Leave

The leave earned by an employee during the current leave year that is unused at any given time in that year. (Chapter 481)

***Accrued Liabilities**

The amount owed for expenses or charges incurred but for which payments are not due until a later period. (JFMIP) Accrued liabilities will be adjusted for advances to preclude overstated General Ledger balances. (Chapter 631)

Accumulated Leave

The unused leave remaining to the credit of an employee at the beginning of the leave year. (Chapter 481)

Acquired Immune Deficiency Syndrome (AIDS)

The term given to the illness that results in the body's inability to fight infection. (Chapter 407)

Acquisition

Means the acquiring by contract with appropriated funds of supplies or services (including construction) by and for the use of the Federal Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated. Acquisition begins at the point when agency needs are established and includes the description of requirements to satisfy agency needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract. (Chapter 331)

***Acquisition and Assistance Request Document (AARD)**

The document for transmitting the contracting, assistance, or PASA/RSSA requirement from the technical office to M/OP or the Mission contracting office. (Chapter 306)

Acquisition Cost

Acquisition Cost is the cost of the item plus any transportation charges, handling and storage costs, labor and other direct or indirect production costs (for goods produced or constructed), and outside services for designs, plans, or specifications, billed from sources other than the vendor. (Chapter 534)

Acquisitions Coordinator

An affiliate of the Development Experience Clearinghouse who coordinates the capture of USAID development experience documentation for the Development Experience System (DEXS). (Chapter 540)

Acquisitions Liaison

A designee of each operating unit and contractor or grantee who assists the Development Experience Clearinghouse (DEC) Acquisitions Coordinator to capture USAID development experience documentation for the Development Experience System (DEXS). (Chapter 540)

Act

The Privacy Act of 1974 (5 U.S.C. 552a; 88 Stat. 1896). (Chapters 508, 509)

Active Duty Period

The portion of the RIF notice period in which an employee is in work status. (Chapter 454)

activity

An action undertaken either to help achieve a program result or set of results, or to support the functioning of the Agency or one of its operating units. a) In a program context, i.e., in the context of results frameworks and strategic objectives, an activity may include any action used to advance the achievement of a given result or objective, whether financial resources are used or not. E.g., an activity could be defined around the work of a USAID staff member directly negotiating policy change with a host country government, or it could involve the use of one or more grants or contracts to provide technical assistance and commodities in a particular area. Loans and Loan Guarantees can also be considered activities. (Also within this context, for the purposes of the New Management Systems, "activity" includes the strategic objective itself as an initial budgeting and accounting element to be used before any specific actions requiring obligations are defined.) b) In an operating expense context, an activity may include any action undertaken to meet the operating requirements of any organizational unit of the Agency. (Chapters 201, 202, 203, 204, 250)

activity manager

The member of the SO/RP team designated by that team to manage a given activity or set of activities contributing to the results to be achieved under the results package. (Chapters 201, 202, 203, 591, 592)

Actuarial Reduction

The reduction applied to an annuity if a redeposit is owed and not repaid. The base for reduction is the numeric age factor multiplied by the amount owed. (Chapter 494)

add-on security

The retrofitting of protection mechanisms, implemented by hardware or software, after the AIS system has become operational. (Chapter 562)

Additional Help

An Additional Help document is optional information that expounds on Agency policy and procedures with the purpose of providing clearer understanding or guidance, e.g., "how-to" guidelines and non-mandatory reference material. These documents may repeat policy but do not contain new policy. (Chapter 501)

Adjusted Return On Operations

The core measure used by USAID to assess the financial sustainability of a microfinance institution. A value of 1 or greater implies full financial sustainability. (Chapter 219)

ADM USAID

This term refers to USAID administrative messages. These messages are clearly of interest to USAID only such as: Administrative Audit/Purchasing, Contracting Support, Travel, Operating Expenses, etc. (Chapter 549)

Administrative Error

An error due to the failure to follow Agency policies and essential procedures that results in loss of annual leave through no fault of the employee, or an error made on official leave records. (Chapter 480)

Administrative Officer/Counselor

The State Department officer responsible for managing all administrative and support activities of an overseas post, except for USAID activities under independent administration. Responsibilities include management of and budgeting for real property operations.

(FAM06-0700)(See Single Real Property Manager.) (Chapter 535)

Administrative Property

Administrative property is basic common-use furniture, furnishing, and equipment (including residence property) usually available through normal supply channels (e.g., desks, chairs, office machines, sofas, beds, refrigerators, etc.). (Chapter 534)

Administrative Workweek

A period of seven consecutive calendar days beginning on Sunday and ending on the following Saturday. (Chapters 479, 481)

Administratively Controlled Correspondence

Correspondence which does not require the same protection as National Security Information but should be protected from unauthorized disclosure for administrative reasons, i.e., Sensitive But Unclassified (SBU). (Chapter 503)

Administratively Determined (AD) Appointment

An appointment action under which personnel may be appointed, compensated, and removed by the Administrator without regard to the provisions of any other law. (Chapter 413)

Administratively Determined Personnel

An appointment action under which personnel may be appointed, compensated, and removed by the Administrator without regard to the provisions of any other law. (Chapter 412)

Admonishment

See 3 FAM 4310 (Old 3 FAM 761.2) (Chapter 485)

Adoption

A legal process in which an individual becomes the legal parent of another's child. The source of an adopted child-e.g., whether from a licensed placement agency or otherwise-is not a factor in determining eligibility for leave. (Chapter 481)

ADS drafter

An Automated Directives System (ADS) drafter is an individual (or team) that creates or participates in drafting ADS material when asked by the primary author. (Chapter 501)

advance or advance payment

Payment made by Treasury check or other appropriate payment mechanism to an organization upon their request prior to or in anticipation of outlays for USAID-funded cost for performance or delivery under a contract or other type of procurement arrangement or work under a grant or cooperative agreement; or through the use of pre-determined payment schedules. Advances differ from partial, progress, interim, and mobilization payments because they are not based on actual performance or actual costs incurred. (Chapter 636)

Advance Of Pay

STR 850; 3 FAM 3280 (Chapter 477)

Adverse Action

An action against an employee in the form of furlough for 30 days or less, suspension in excess of 14 days, removal for cause, or reduction in grade or pay (demotion) taken for such cause as will promote the efficiency of the service. (Chapter 487)

Advisory Committee

A committee, board, commission, council, conference, panel, task force, or other similar group, or any subcommittee or subgroup thereof, which is formed or utilized by USAID to obtain advice or recommendations and is NOT composed entirely of full-time employees of the Federal Government. (Chapter 105)

***Advisory Letter**

Advisory letters are issued to Rating Officials and Appraisal Committee members by Performance Boards when a current evaluation is deficient in some manner but the deficiency does not adversely affect the employee's competitive standing. These letters are not placed in an employee's Performance Evaluation File. (Chapter 463)

Agency

United States Agency For International Development, its offices, bureaus, divisions, and posts abroad. (3 FAM 4310 {Old 3 FAM 761.2}) (Chapter 485, 508)

Any Executive department, military department, Government corporation, Government controlled corporation, or other establishment in the executive branch of the Government (including the Executive Office of the President), or any independent regulatory agency. (Chapter 509)

The United States Information Agency or the Agency for International Development and its participating agencies, as appropriate.
(Chapters 522, 523, 524, and 525) (6 FAM-111.3)

Agency Acronym

The Agency's acronym, USAID, refers to both the Washington office and field missions. The field missions use USAID/(name of Mission) and Washington uses USAID/W.
(Chapter 503)

Agency Audit Follow-up Official

The senior management official designated by the Administrator to oversee audit follow-up. The Assistant Administrator for Management is the Agency's Audit Follow-up Official. (Chapters 591, 592, 593)

Agency Competition Advocate

See Competition Advocate. (Chapter 302)

Agency-Contracted Financial Audit

An audit of specific USAID-funded grants or contracts wherein the OIG manages non-federal auditors and issues the resulting audit report. Non-federal auditors are generally U.S. or U.S.-affiliated firms hired under OIG contracts.
(Chapter 591)

Agency Goal

A long-term development result in a specific area to which USAID programs contribute and which has been identified as a specific goal by the Agency. (See also OPERATING UNIT GOAL.) (Chapters 201, 202, 203)

Agency Head

(see "Head of the Agency"). (Chapter 331)

Agency-issued Letter of Credit (LOC)

An instrument certified by an authorized official of USAID's Bureau for Management, Financial Management (M/FM) that authorizes the recipient to request an electronic draw down (or advance) of funds through the Bureau of Management, Office of Financial Management, Cash Management and Payment Division, Grants and Interagency Billings Team (M/FM/CMP/GIB). LOCs are not issued to non-U.S. organizations organized, located, and operated outside the U.S. unless the organization maintains an account in a U.S. bank able to accept a funds transfer from the U.S. Treasury. LOC financing is available for advance payments where the amount required for advances is at least \$50,000 over the life of the contract or grant and there is a continuing relationship with the organization for at least one year. (Chapter 636)

Agency Mission

The ultimate purpose of the Agency's programs; it is the unique contribution of USAID to our national interests. There is one Agency mission.
(Chapters 201, 202, 203)

Agency Objective

A significant development result that USAID contributes to, and which contributes to the achievement of an Agency goal. Several Agency objectives contribute to each Agency goal. Changes in Agency objectives are typically observable only every few years.
(Chapters 201, 202, 203)

Agency organizations

In USAID/Washington (USAID/W) this includes bureaus and independent offices. Overseas this includes USAID missions, USAID Offices, USAID Sections of Embassy, Offices for Multi-country Programs, Offices for Multi-country Services, etc. (See also Major Functional Series 100).
(Chapters 541, 542, 543)

Agency Parking

Vehicle parking spaces under the jurisdiction and/or control of a Federal agency which are used for parking Government vehicles. (Chapter 514)

Agency Profiles

A list of key, subject-matter words that are of interest to organizations.
(Chapter 549)

Agency Program Approach

A program or tactic identified by the Agency as commonly used to achieve a particular objective. Several program approaches are associated with each Agency objective.
(Chapters 201, 202, 203)

Agency Program Coordinator

The Agency Program Coordinator oversees the International Merchant Purchase Agreement Card (I.M.P.A.C.) program. He/she serves as the focal point for coordination of the applications, issuance and destruction of cards, and administrative training. This individual also serves as the liaison between USAID and the GSA Contracting Officer. The Agency Program Coordinator is: Ms. Velma Jones, M/OP/OD. (Chapter 331)

Agency-Shared Platform

Hardware that is part of the Agency-supported automation network and shared by multiple users. (Chapter 550)

Agency Strategic Framework

A graphical or narrative representation of the Agency's strategic plan; the framework is a tool for communicating USAID's development strategy. The framework also establishes an organizing basis for measuring, analyzing, and reporting results of Agency programs. (Chapters 201, 202, 203)

Agency Strategic Plan

The Agency's plan for providing development assistance; the strategic plan articulates the Agency's mission, goals, objectives, and program approaches. (Chapters 201, 202, 203)

Agent

An individual or organization under contract with USAID. (Chapters 201, 202, 203)

Agreement

An agreement is the formal mutual consent of two or more parties. The Agency employs a variety of agreements to formally record understandings with other parties, including grant agreements, cooperative agreements, strategic objective agreements, memoranda of understanding, contracts and limited scope grant agreements. In most cases, the agreement identifies the results to be achieved, respective roles and contributions to resource requirements in pursuit of a shared objective within a given time frame. (Chapters 201, 203)

Agreement Officer (See Also, Contracting Officer)

A person with the authority to enter into, administer, terminate and/or closeout assistance agreements, and make related determinations and findings on behalf of USAID. An Agreement Officer can only act within the scope of a duly authorized warrant or other valid delegation of authority. The term "Agreement Officer" includes persons warranted as "Grant Officers." It also includes certain authorized

representatives of the Agreement Officer acting within the limits of their authority as delegated by the Agreement Officer. (Chapters 303, 304)

Agreement To Continue In Service

Employees selected for training agree to remain with the Agency for a pre-determined minimum period. If the employee leaves the Government before the agreed upon time, the Agency has the right to require repayment for the amount of time not served. (Chapter 459)

AIDNET

A multilevel wide area network (WAN) operated by the Agency to provide electronic information interchange between USAID/Washington, USAID missions and other organizations. (Chapter 545)

Aids-Related Complex (ARC)

A condition caused by the AIDS virus (HIV) in which the patient tests positive for AIDS infection and has a specific set of clinical symptoms. (Chapter 407)

Airfreight

Employee property authorized to be transported by air. Normally unaccompanied air baggage (UAB) or Layette Allowances. (Chapter 523)

Air Waybill

A document that provides a written description of goods sent with a common carrier by air. (Chapter 314)

Alcohol Or Drug Counselor

Definition is in 3 FAM 695 3-3. (Chapter 408)

Alcoholic

Definition is in 3 FAM 695 3-3. (Chapter 408)

Alcoholism

Definition is in 3 FAM 695 3-3. (Chapter 408)

Aligned Team

A team that is established as part of the existing organization structure, e.g., a strategic objective core team that replaces a technical office within an operating unit. (Also see parallel team.) An aligned team is an organization unit (See definition for organization unit). (Chapter 102)

Allotment

A recurring specified deduction for a legal purpose from pay authorized by an employee to be paid to an allottee. (Chapter 478)

*allottee bureaus

The bureaus that have received a funding authorization making funds available for obligation for the purpose of carrying out the program. (Chapter 628)

Alternative Discipline

An optional, non-traditional approach to employee discipline which provides for a variety of both punitive and non-punitive remedial corrective actions. (Chapter 487)

Alternate Metric Executive

The Alternate USAID Metric Executive is the individual designated to perform the activities and assume the responsibilities of the Agency Metric Executive in his/her absence. The current designee is Kathryn Y.Cunningham, Deputy Director for Operations, Office of Procurement (M/OP/OD). (Chapter 323)

Alternative Workplace

That place where the telecommuter will work while telecommuting, i.e., working somewhere other than at an official USAID office. This workplace will usually be the employee's home. However, other telecommuting sites might include a law library, a research facility, or a telecommuting center. (Chapter 405)

Ambassador's Authority

Each U.S. Ambassador has authority to request the authorization from BHR/OFDA to commit up to \$25,000 upon the written declaration of a disaster. (Chapter 251)

Amend

Shall include the amendment or correction of a record. (Chapter 508)

American Ship

Vessel registered under U.S. laws. (Chapter 523)

*Annual Evaluation Form (AEF)

The form used to evaluate employees under the Employee Evaluation Program. Instructions and guidance on the preparation of the AEF are found in ADS 462, the Employee Evaluation Program Guidebook, and on the USAID Forms Website (Chapters 415, 462 and 463)

The form used for evaluating participants during the overseas training. For overseas OJT, the regular Employee Evaluation Program is used. (Chapters 460,459)

Annual Financial Statement

Is comprised of (a) an Overview of the Reporting Entity, (b) Principal Financial Statements, (c) Combining Statements, where applicable, and (d) Supplemental Financial and Management Information. (Chapter 594)

Annual Plan

A plan developed by the OIG that describes audits planned for the upcoming fiscal year. (Chapter 592)

Annual Rating Cycle

A one-year evaluation period which may have different beginning and end dates for different categories of employees (e.g. Civil Service and Foreign Service). (Chapter 462)

A one-year period that begins April 1 and ends March 31 of the following year. (Chapter 463)

Annuity

An annual sum payable to a former employee who has retired. (Chapter 494)

*Anticipated Accrued Expenditure Schedule

An NMS/AWACS on-line screen Schedule containing the total estimated amounts of the award that will arise over the life of the award. The schedule contains the accrual date and dollar amount for each month between the effective and completion date of the award (period of performance). (Chapter 631)

APO

Army or Air Force Military Post Office. (Chapters 513, 547)

Appeal

A request by an employee for review of an agency action by an outside agency. The right to such review is provided by law or regulation and may include an adversary-type hearing and a written decision in which a finding of facts is made and applicable law, Executive Order and regulations are applied. (Chapter 413)

Appliances

Devices or machines not built into the building structure of residential quarters that supplement manual labor and perform a specific task. Appliances normally include such items as domestic clothes washers, clothes dryers, ranges, and refrigerators. (Chapter 535)(FAM06-0700)

Applicant

A permanent full-time, employee of USAID whose work station is located in the Ronald Reagan Building and whose privately-owned vehicle is registered on the application as the employee's primary mode of transportation. (Chapter 514)

Appointing Authority

The individual, usually the agency head, who has the authority to make appointments to SES positions, set pay, and/or to assign final SES performance ratings. (Chapter 423)

appointment authority

The USAID Human Resources office (HR) is the appointment authority for persons occupying USAID direct-hire positions; the Assistant Inspector General for Resource Management (AIG/RM) is the appointment authority for all Inspector General direct-hire foreign service positions; OPIC for all OPIC direct-hire and contractor personnel; and TDA for all TDA direct-hire and contractor personnel. (Chapter 566)

Appointment Commission

Definitions for terms in this chapter are located in 3 FAM 2430 (Chapter 435)

Appointment, temporary limited

Non-permanent appointment of an employee hired for a specified time of one year or less, or for seasonal or intermittent positions. (Chapter 413)

Appointment, term

Nonpermanent appointment of an employee hired on a project expected to last over one year, but less than four years. (Chapter 413)

*Appraisal Committee

A committee that reviews and provides management input into employee work objectives and evaluations; nominates FS employees for promotion; recommends FS employees for tenure; and decides which employees should receive performance or other types of awards. (Chapter 462)

A committee composed of three to five mission/office officials, knowledgeable in the work of the unit, who will review and provide management input into employee evaluations. (Chapter 463)

*Appraisal Committee Representative

A member of the Appraisal Committee, who acts as liaison to the Appraisal Committee for a specific employee and his/her Rating Official. (Chapter 462)

*Appropriations Act

A statute, under the jurisdiction of the House and Senate Committees on Appropriations, that generally provides legal authority for Federal agencies to incur obligations and make payments out of the Treasury for specified purposes. (Chapter 621)

Approval

Written approval for travel performed and related expenses incurred without prior authorization. (Chapters 522, 523, 524, and 525) (6 FAM-111.3)

Approving Officer

The person, usually a supervisor, responsible for administering leave for employees in a work unit. (Chapter 480)

Approving Official

The approving official is the individual responsible for reviewing an Agency bank card holder's monthly statements. The approving official will certify the cardholder's monthly statements and ensure that payments are for purchases which are authorized and made in accordance with FAR and agency regulations. (Chapter 331)

Approving Officials

Chiefs, Personnel Operations Division (M/HR/POD), and Executive Management (M/HR/EM), Office of Human Resources, and Director, Office of Resources Management, Inspector General (IG/RM). (Chapter 482)

armored vehicle

An armored vehicle is an official vehicle that has been modified to carry specific types of opaque and transparent protective material. The armor systems are designed to defeat multiple impacts of ballistic rounds. The armor is designed for placement in the vehicle without noticeably changing its outward appearance. Armored vehicles are either light or fully armored. (Chapters 562, 563)

Arrears

The value of interest and principal payments owed but not paid on a delinquent loan. (Chapter 219)

assessable unit

An organization unit within USAID, i.e. mission, bureau or office, which is required to submit a statement of reasonable assurance on the status of management controls to the next management level. All missions, bureaus and independent offices are assessable units, as well as any lower-level organizational units designated by the cognizant bureau. (Chapter 596)

Assignment Commission

Definitions for terms in this chapter are located in 3 FAM 2430 (Chapter 435)

assignment right

The right of a competing group I or II employee, with a current annual performance rating of record of Level 2 or higher, to be offered placement in another competitive position for which that employee qualifies and which requires no reduction, or the least possible reduction, in representative rate in lieu of separation or furlough in a RIF situation. (Chapter 452)

Assistance Executive

The Director, Office of Procurement (M/OP/OD), or his/her designee, in USAID/W, who: 1) Acts as the Agency's coordinator for all assistance matters (i.e., financial assistance that provides support to a non-governmental entity to accomplish a public

purpose) which may require OMB approval (such as deviations to OMB Circulars, or less deviations to OMB Circular A-110), 2) Makes final decision for any appeals brought under 22 CFR 226.90, or the Standard Provision entitled "Disputes", as applicable to non-US organizations, and 3. Makes the final determination of the choice of implementation instrument when there is disagreement between the contracting activity and the strategic objective team. (Chapters 303 and 304)

assistance mechanism

A specific mode of assistance chosen to address an intended development result; a particular intervention chosen to solve a particular development problem or set of development problems. Examples of mechanisms include: food aid, housing guaranties or other loan guarantees or direct loans, debt-for-nature swaps, endowments, cash transfers, etc. (Chapters 201, 202, 203, 250)

Audit

To conduct the independent review and examination of system records and activities. (Chapter 545)

Audit Follow-Up

The process used to ensure that prompt and responsive action is taken on findings and recommendations contained in final audit reports. (Chapters 591, 592, 593)

Audit Management Officer (Amo)

The individual designated to coordinate and monitor the overall audit program at the mission, bureau or independent office level. (Chapter 591, 592, 593)

audit management plan

An annual plan developed by USAID missions which outlines audit requirements for all non-U.S. contractors and grantees. (Chapter 591)

Audit Notification

A formal notification to the prospective auditee regarding the date an audit will commence. (Chapter 592)

audit report

The completed report of the auditor containing the final findings, recommendations and, to the extent possible, comments and actions taken or planned by the management official. Audit reports include audits made by the OIG, M/OP, and other Government agencies, such as the Defense Contract Audit Agency (DCAA), and the U.S. General Accounting Office (GAO). (Chapter 591)

authentication

(1) the verification of an individual's identity, a device, or other entity in a computer system as a prerequisite to allowing access to resources in a system; (2) the

verification of the integrity of data being stored, transmitted, or otherwise exposed to possible unauthorized modification. (Chapter 545)

authority

An authority is the legally binding instrument that authorizes and/or constrains the policy and procedures issued as USAID direction. These instruments include laws, regulations, Executive Orders, court decisions, and rulings by Federal authorities. "Authority" refers to the legal ability or power to give commands, enforce compliance, or make decisions. (Chapter 501)

authorization

After approval by USAID's Chief Financial Officer of the credit subsidy required for a Housing Guaranty borrowing, an authorization (with an accompanying Action Memorandum describing the circumstances of the borrowing) is signed by the Mission Director. The authorization specifies the amount and suggested terms of the borrowing. (Chapter 250)

Written authority for travel and related expense issued prior to commencement of travel. (Chapters 522, 523, 524, and 525) (6 FAM-111.3)

Authorizing Officer

Any officer who has been delegated the authority to authorize travel. (Chapters 522, 523, 524, and 525) (6 FAM-111.3)

Automated Data Processing (ADP) Resources

This includes ADP equipment, software, firmware, or related supplies, ADP management, technical and operations personnel, or contracted commercial ADP service or ADP support service. (Chapters 527, 546)

Automated Directives System (ADS)

The ADS is a standardized system comprising USAID policy, procedures, some non-mandatory information, and external regulations applicable to USAID. (Chapter 501)

Automated Directives System Compact Disk (ADS CD)

The name of the compact disk (CD) containing the Automated Directives System (ADS). The ADS CD is one method of distributing USAID directives. (Chapter 501)

automated information systems (AIS)

All activities, information, and material formerly identified as automated data processing (ADP), automation, office information systems, word processing, computers, and telecommunications. (Chapter 562)

automation security officer

The person assigned security functions within USAID's Office of Information Resources Management (IRM). (Chapter 562)

availability

That state when information, programs and interfaces are obtainable within an acceptable period of time. (Chapter 545)

award

Financial assistance that provides support or stimulation to accomplish a public purpose. Awards include grants and cooperative agreements. (Chapter 303)

- B -

Backstop

Numeric code used to identify the skill category of a particular position. (Chapter 415)

Baggage

Official and personal property needed by the traveler for use en route or immediately upon arrival at destination. (6 FAM-111.3)
(Chapters 522, 523, 524, and 525)

ballistic resistance

The capacity of security barriers to defeat a variety of handgun, shotgun and rifle rounds. (Chapters 562, 563)

bandwidth

A channelized frequency-modulation technique used for two-way mobile radios. Currently there are two standards being used, 12.5 Khz and 25 Khz bandwidth. Bandwidth can also mean a range within a band of wavelengths, frequencies or energy. (Chapter 564)

Baseline

See PERFORMANCE BASELINE. (Chapters 201, 202, 203)

base station

A fixed radio which may include a separate power supply and is not normally intended for portable use. (Chapter 562)

Base Year

The fiscal year in which a life cycle cost analysis is conducted. (Chapter 528)

Basic Work Requirement

The number of hours, excluding overtime hours, an employee is required to work or account for periods of absence by charging leave, holiday hours, excused absence, compensatory time, or leave without pay. A full-time employee must work 80 hours during a biweekly pay period. (Chapter 479)

Basic Workweek

The 40-hour workweek established for full-time employees within each administrative workweek. (Chapter 479)

Best Practices

Highly recommended and endorsed Agency procedures to define and produce results-based training activities, developed from field experience across regions and consolidated in guidance material managed by the Bureau for Global Programs, Field Support, and Research, Human Capacity Development Center (G/HCD). (Chapter 253)

Bilateral Grant Agreement or Bilateral Grant

A grant by USAID to a foreign government or a subdivision thereof, e.g. Ministry of Health, or a local or state government or agency, to finance activities in furtherance of a strategic objective or for other purposes. Bilateral grants range from grants financing specific objectives and limited scope grant agreements to SOAGs, commodity import program (CIP) grants and cash transfer grants. (Chapter 350)

Biweekly Pay Period

The two-week period for which an employee is scheduled to perform work. (Chapter 479)

black

Denotes data, text, equipment, processes, systems or installations associated with information that requires no emissions security related protection. For example, electronic signals are "black" if bearing unclassified information or if bearing classified information that is encrypted in accordance with procedures approved for national security information. Antonym: Red. (Chapter 562)

Board Of Examiners

Board established to develop, and supervise the administration of, examinations to be given to candidates for appointment in the Foreign Service. The Board includes representatives of agencies utilizing the Foreign Service personnel system and representatives of other agencies which have responsibility for employment testing. (Chapter 422)

Board Of Survey

Board of Survey is a board appointed to review cases involving missing, damaged, or destroyed U.S. Government property. (Chapter 534)

Booking Note/Booking Agreement

A contract for liner carriage which normally incorporates the provisions of the carrier's standard bill of lading adding only the cargo and shipment details such as cargo weight, load and discharge ports, rates, etc. The note or agreement may, however, also modify or replace all or some of the bill of lading provisions. (Chapter 314)

borrower

Borrowers may be sovereign (governments) or non-sovereign (private sector, or "stand-alone" government agencies) and are specified in the underlying Program Agreement and HG loan documentation. Sovereign borrowers often may borrow by and through such entities as ministries of finance, central banks, or other government agencies carrying the full faith and credit of the borrowing country. (Chapter 250)

Borrower/Grantee

The government of the cooperating country, or any agency, instrumentality or political subdivision thereof, or any private entity, to which USAID directly makes funds available by loan or grant. (Chapter 307)

Branch

An organization element below the Division level; a Level III or below organization. (See 102.5.1) Branches are established when operating requirements, functional concerns and/or staffing levels justify dividing a Division into sub-elements. (Chapter 102)

British Thermal Unit (BTU)

The quantity of heat required to raise the temperature of one pound of water one degree Fahrenheit. (Chapter 528)

Broad Outreach

The provision of significant benefits to large numbers of a particular target group. (Chapter 219)

Brochure And Pamphlet

The words are used interchangeably although "pamphlet" should be used, that does not contain new Agency policy or essential procedure, when referring to a printed document of a few pages and "brochure" is a document with several or many pages, also not containing new agency policy or essential procedure; both words refer to documents which are produced, distributed through a variety of means and may become extinct or receive periodic updating and subsequent reprinting for further distribution. (Chapter 512)

Building Energy System

An energy conservation measure or any portion of the structure of a building or any mechanical, electrical, or other functional system supporting the building, the nature or selection of which for a new building influences significantly the cost of energy consumed. (Chapter 528)

Building Identification Number

See Property Identification Number. (Chapter 535) (FAM06-0700)

Building Operating Expenses (BOE)

The expenses incident to occupying buildings and grounds, but not including repair, improvement, or maintenance costs. BOE include custodial services, the salaries of skilled and unskilled persons on regular appointment or under personal or non-personal services contracts, the building operating force, gardeners, fuel and utility costs, janitorial supplies, municipal rates and taxes (when exemptions cannot be obtained), and fire or comprehensive insurance on buildings and grounds (when required by local law). A/FBO funds may not be expended for these items; BOE is funded by the regional bureaus. (FAM06-0700) (Chapter 535)

bump

Occurs when a released employee displaces another employee in a lower tenure group or a lower sub-group within the same tenure group who occupies a position that is no more than three grades or grade-intervals lower than the position which the released employee occupied. (Chapter 452)

Burden

The total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal Agency. (Chapter 506)

Bureau

A major organization element of the Agency that is responsible to the Office of the Administrator; a Level I organization. A bureau administers complex and diverse programs involving a designated geographic area; major policy, program and technical advisory services; or management and program support functions. (See 3 FAM 4412) (Chapters 102, 486)

Business Purposes

(1) any transportation at post of Chiefs of Mission and Principal Officers at consulates and consulates general; (2) transportation of U.S. Government employees (including those employed under personal services contracts), and property directly related to the conduct of U.S. Government business; (3) transportation of employees under U.S. Government contracts when considered necessary to further the purposes of the contract unless the terms of the contract require the contractor to provide such transportation; (4) transportation of dependents in furtherance of an official U.S. Government activity where the presence of a family member will further U.S. Government interests, such as official functions by or for representatives of foreign nations; (5) agencies that have authorization to provide transportation between the residence of an officer or employee and various locations when required for the performance of fieldwork, or essential for the safe and efficient performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties when authorized by the head of the agency. Such authority must be documented and must be exercised when the concurrence of the Chief of Mission. (See also Official Use.) (Chapter 536)

Business-Related Activities

The use of measurement units in agency programs and functions related to trade, industry, and commerce. (Chapter 323)

- C -

call sign

Short alpha/numeric designator used to identify radio users or locations.
(Chapter 562)

Canceled Forms

Forms which are canceled or superseded because they are no longer needed, the procedures have changed, or two or more forms have been combined. (Chapter 505)

Candidate Applicant Tracking System (CATS)

A computerized applicant tracking system, established and maintained by M/HR/WPRS, documenting applicants' status through the final selection process. (Chapter 468)

Candidate Development Program

An OPM-approved program designed to prepare individuals through developmental assignments and formal training for career appointment to the SES. Participants are chosen through a competitive SES merit staffing process. Those who successfully complete the program are eligible for certification by the Qualifications Review Board and may receive an SES career appointment without further competition. (Chapter 423)

Capitalized Personal Property

Capitalized personal property is non-expendable personal property that has an invoice cost of \$25,000 or more and an estimated service life of 2 years or longer that must be capitalized and reported on in the Agency's financial statements. State vehicles are capitalized property regardless of cost. For USAID, vehicles with a basic acquisition cost of under \$25,000, including shipping costs, are not capitalized. (Chapter 534, 547)

Career

Tenure of a permanent employee in the competitive service who has completed three years of substantially continuous creditable Federal service. (Chapter 413)

Career Appointee

A career member of the SES who has completed, or was not subject to, a one-year probationary period. (Chapter 455)

Career Appointment

A permanent appointment in which the employee has competitive status.
(Chapter 412)

An appointment in the Foreign Service without a time limitation. (Chapter 415)

Career Candidate

Appointments are appropriate for persons who aspire to a long-term USAID Foreign Service career and whose qualifications meet a continuing requirement. (Chapter 412)

An employee hired for a time-limited appointment which is intended to lead to a full career with the Agency. (Chapters 415, 468)

Career-conditional

Tenure of a permanent employee in the competitive service who has not completed three years of substantially continuous Federal service. (Chapter 413)

Career Conditional Appointment

An appointment which gives competitive status upon completion of a probationary period and which automatically converts to a career appointment upon completion of 3 years of creditable service. (Chapter 412)

Career Development Groups (CDG)

CDGs are comprised of approximately 15 Presidential Management Interns (PMIs) from a cross section of Federal agencies, one group leader/advisor and a co-leader/advisor, from high level management. CDGs usually meet once a month for program meetings and/or group activities. The purpose of a CDG is to provide educational and developmental activities, programs and experiences for the PMIs within the group, as well as support and networking. (Chapter 460)

Career Development Officer (CDO)

A full-time counselor responsible for a specific occupational category who assists the IDI supervisor in the development of individual training plans, monitors the training aspects of the program, provides counseling in the areas of career progression and performance strengths and weaknesses and ensures that required training and performance evaluations are obtained. In addition, the CDO recommends, in consultation with the Regional Bureaus, the initial overseas assignment, ensuring that there is a qualified officer at post to provide training to the IDI. The CDO also serves as a member of the Technical Review Committee (TRC). (Chapter 459)

Career Reserved Position

An SES position that must be filled by an SES career appointee. (Chapter 423)

Career Senior Executive Service

Executives appointed by the Administrator under the Civil Service Reform Act of 1978 in conformance with the established rules and regulations applicable to other Civil Service employees. (Chapter 412)

Cargo Preference

The requirement to use U.S. flag ocean carriers in accordance with the provisions of Section 901(b) of the Merchant Marine Act of 1936, as amended.

(Chapters 314, 315)

Carpool

A group of two or more people using a motor vehicle for transportation to and from work. (Chapter 514)

Case Files

Case Files relate to a specific action, event, person, organization, location, product, or thing. Case files often represent the "mission," "function," or work of the office. (Chapter 502)

Category "A" Posts

Overseas posts that use APO/FPO facilities to transport mail. (Chapter 513)

Causal Relationship

A plausible cause and effect linkage; i.e. the logical connection between the achievement of related, interdependent results. (Chapters 201, 202, 203)

CD-DIS

USAID's Development Information System on CD-ROM [quarterly publication] containing the complete USAID Document and Project Databases, and full text of selected USAID reports and publications. The databases identify projects initiated since 1975 and associated project and technical reports. CD-DIS is available from the Development Information Services Clearinghouse. (Chapter 540)

Center

An organization element within an AID/W bureau; a Level II or below organization. A center provides leadership and strategic and programmatic direction within a specific technical area. (Chapter 102)

Central Mail Facility

Central mailroom located in the Ronald Reagan Building. (Chapter 513)

Central Repository

The storage device, often known as a data dictionary, where information on computerized data are maintained. (Chapter 551)

CEQ. Regulations

Regulations promulgated by the President's Council on Environmental Quality (CEQ.) (Federal Register, Volume 43, Number 230, November 29, 1978) under the authority of NEPA and Executive Order 11514, entitled Protection and Enhancement of Environmental Quality (March 5, 1970) as amended by Executive Order 11991 (May 24, 1977). (Chapter 204)

Certificate of Appointment (SF 1402)

A document, also referred to as a warrant, used to re-delegate purchasing authority (see also WARRANT). (Chapter 331)

Channel Captions

Restrict Action telegrams to designated offices or individuals in USAID/Washington (USAID/W) or USAID missions. (Chapter 549)

channel guard

An "Ericcson" terminology for a sub-audible tone used for encoding or decoding a channel. (Chapter 564)

Character and/or Experience-Based Loans

A form of collateral substitute in which the initial loan is very small, but access to gradually increasing loans is assured as long as the borrower maintains a satisfactory repayment record. (Chapter 219)

Charter/Charter Party

A contract for the hire of a ship or aircraft or portion thereof, for one or more voyages or flights, or for a period of time. Its clauses include freight rate, despatch, demurrage, brokerage commissions, etc. as well as provisions established by international agreements and, by reference, provisions of law. The charter/charter party usually overrides any provisions of the carrier's bill of lading, although it may provide that the bill of lading shall serve as a receipt for the cargo. (Chapter 314)

Chief of Mission

Chief of Mission is the principal officer in charge of a diplomatic mission of the United States or of a United States office abroad which is designated by the Secretary of State as diplomatic in nature, including any individual assigned to be temporarily in charge of such a mission or office. (Chapter 530)

Chronological Files

Chronological files (chrons) are copies of cables, letters, memoranda, etc., maintained for ease of reference in chronological order (by date of issue), or by serial number. (Chapter 502)

Claimant

An individual whose claim for entitlement to Federal Employees' Compensation Act (FECA) benefits has been filed according to FECA provisions. (Chapter 442)

classification

The orderly assignment of positions to a series, title, and grade. Such classification is in accordance with published classification and job grading standards or guides promulgated by the Agency (for Foreign Service positions) or by the US Office of Personnel Management (for Civil Service positions). (Chapter 456)

The act or process by which information is determined to be classified.

(Chapter 562)

classification guidance

Any instruction or source that prescribes the classification of specific information.

(Chapter 562)

classification guide

A documentary form of classification guidance issued by an original classification authority that identifies the elements of information regarding a specific subject that must be classified and establishes the level and duration of classification for each such element. (Chapters 562, 568)

classified contract

Contracts with positions requiring any contract employee to have access to classified information. (Chapters 562, 567)

classified information

See the definition for classified national security information.

(Chapters 562, 566, 567)

classified material

Any media, document, product, or substance on or in which classified information is recorded or embodied. (Chapter 562)

*Classified National Security Information (Classified Information)

Any data, file, paper, record, or computer screen containing information associated with the national defense or foreign relations of the United States and bearing the markings: confidential, secret, or top secret. (Chapters 545, 552)

Information that has been determined pursuant to EO 12958 or any predecessor order to require protection against unauthorized disclosure and is marked (confidential, secret, or top secret) to indicate its classified status when in documentary form. It is also referred to as classified information.

a. confidential: Information, the unauthorized disclosure of which reasonably could be expected to cause damage to the national security that the original classification authority is able to identify or describe.

b. secret: Information of which the unauthorized disclosure could reasonably be expected to cause serious damage to the national security.

c. top secret: Information of which the unauthorized disclosure could reasonably be expected to cause exceptionally grave damage to the national security. (Chapters 562, 566, 567)

Clean PC Standard

A "Clean PC" is a PC that is designated for NMS use that has: 1) had its hard disk reformatted (cleaned); 2) had fresh copies of DOS, Banyan/Vines, and Windows 3.1 installed; 3) had conventional memory optimized so that the largest executable program size is at least 570Kb before Windows is run; 4) has at least 110Mb of available hard disk space on the C: drive before NMS is installed, and at least 30MB available at all times after NMS is installed; and 5) contains only software tested and approved to work with the NMS. (Chapter 543)

Clearance Class 2

A limited clearance for an overseas assignment. (Chapter 407)

Clearance Class 5

Employee is not cleared for overseas assignments. (Chapter 407)

clearing official

A clearing official is a person in a specific Bureau or Office delegated to review and clear ADS material. (Chapter 501)

close-out audit

The final audit report to be submitted upon completion or termination of a cost-reimbursable, time and material type contract, grant or cooperative agreement. (Chapter 591)

Closed Hearings

Hearings of congressional committees which are closed to the public and the news media, usually due to the sensitive or confidential nature of the information under discussion. (Chapter 554)

closure

The point at which all corrective actions have been completed for resolved audit recommendations. (Chapter 591, 592)

Code of Federal Regulations (CFR)

The CFR is the codification of the general and permanent rules published in the Federal Register by the Executive departments and agencies of the Federal Government. (Chapter 509)

cognizant agency

The Government agency with primary audit responsibility for a particular contractor or grantee.(Chapter 591)

Collateral Substitute

A mechanism for ensuring the repayment of loans other than the provision of formal collateral by the borrower. In the context of microfinance, group lending and character-based (experience-based) lending are the most common forms of collateral substitutes. (Chapter 219)

collection amount

The amount of a disallowed cost that management recovers from a contractor or grantee. (Chapter 591)

Collection of Information

The obtaining, causing to be obtained, soliciting, or requiring the disclosure to an agency, third parties, or the public of information by or for an agency by means of identical questions posed, to, or identical reporting, record keeping, or disclosure requirements imposed on ten or more persons, whether such collection of information is mandatory, voluntary or required to obtain a benefit. (Chapter 506)

Combining Statements

Financial statements which present information found in the Principal Financial Statements by major programs, activities or funds, where feasible or appropriate. (Chapter 594)

commercial activity

An activity conducted by a Federal agency that provides a product or service which could be obtained from the private sector. Examples of such activities are found in Attachment A of Circular A-76. (Chapter 104)

Commercial Property

Property that is available through lease or purchase in the commercial market. (Chapter 547)

Commercial Telegrams

Telegrams that are sometimes sent to international or domestic addresses that do not have access to governmental telegraphic facilities. In such cases, delivery is by commercial telegraphic systems. The Department of State (DOS) uses commercial telegram systems only for domestic locations. (Chapter 549)

Commission

Definitions for terms in this chapter are located in 3 FAM 2430 (Chapter 435)

Commissioned Diplomatic Title

Definitions for terms in this chapter are located in 3 FAM 2430 (Chapter 435)

*Commitment

An administrative reservation of funds in anticipation of their obligation. (Chapter 621)

Commodity

Any material, article, supply, goods, or equipment. (Chapters 310, 312)

*Commodity Import Program (CIP)

A program in which USAID provides foreign exchange to a host country that, by the terms of the applicable agreement between USAID and the host country, is used to finance particular commodity import transactions of the host country. (Chapters 307, 320, 324)

Communications and Records

Is the planning, controlling, directing, organizing, training, promoting, and other managerial activities related to the creation, maintenance and use, and disposition of records to achieve adequate and proper documentation of Federal policies and transactions and effective and economical management of Mission operations. (Chapter 527)

communications security (COMSEC)

Measures taken to deny unauthorized persons information derived from telecommunications of the U.S. Government concerning national security, and to ensure the authenticity of such telecommunications. COMSEC includes crypto-security, transmission security, emissions security, and physical security of COMSEC material and information. (Chapter 562)

*Compartmented

The breaking down of sensitive data into small, isolated blocks to reduce the risk of unauthorized access. (Chapters 545, 552)

Compensation

Nontaxable benefits, including money paid due to loss of wages, medical expenses, rehabilitation expenses, loss of use of major body functions, and death benefits, payable under the FECA. (Chapter 442)

Compensatory Time Off at Certain Posts in Foreign Areas

See STR 800 (Chapter 477)

Competing Employee

An employee in tenure groups I, II, or III. (Chapter 452)

competition advocate

An individual charged by FAR 6.5 and AIDAR 706.5 with promoting full and open competition. The Agency competition advocate is the Deputy Director in the Office of Procurement (M/OP) responsible for Policy, Evaluation and Support, or his/her designee. For Washington contracting activities it is the Deputy Director in the Office of Procurement responsible for operations. For Missions it is the Deputy Mission Director, or the Mission Director where there is not a Deputy. (Chapter 305)

competitive area

The organizational unit(s) or subdivision and geographical location within the Agency in which employees compete for retention under RIF procedures. Separate competitive

areas are established for each bureau or equivalent organization listed in the USAID Competitive Areas mandatory reference. Employees in a competitive area compete only with each other; they do not compete with employees in another competitive area. (Chapters 452, 454 and 455)

competitive level

A grouping of all positions within a competitive area which are in the same grade (or occupational level) and classification series, and which are similar enough in duties, qualification requirements, pay schedule, and working conditions so that reassignment of one employee to any other position within that level may occur without undue interruption. (Chapter 452)

All positions in the competitive area that are sufficiently alike in qualifications, requirements, duties, and responsibilities that the incumbent of one position must be considered able to perform the duties of another position in the competitive level with minimal interruption to the work of the Agency. (Chapter 455)

All FS employees in the same service category (SFS or FS), the same salary class (e.g., FO/FP-1, FO/FP-2, FE-OC, FE-MC), and the same Primary Skill Code. (Chapter 454)

See ADS 452 and ADS 454 for Civil Service and Foreign Service definitions. (Chapters 452, 453, 454, 455)

Competitive service

Consists of all civil service positions in the executive branch, except positions which are specifically excepted from the competitive service by or under statute; positions to which appointments are made by nomination for confirmation by the Senate, unless the Senate otherwise directs; positions in the Senior Executive Service; positions in the District of Columbia which are specifically included in the competitive service by statute. (Chapter 412)

Federal positions normally filled through open competitive examination under civil service rules and regulations. (Chapter 413)

Competitive status

Basic eligibility of a person to be selected to fill a position in the competitive service without open competitive examination. Competitive status may be acquired by career-conditional or career appointment through open competitive examination, or may be granted by statute, executive order, or civil service rules without competitive examination. A person with competitive status may be promoted, transferred, reassigned, reinstated, or demoted subject to the conditions prescribed by civil service rules and regulations. (Chapter 413)

Complex Emergency

A disaster, usually of long term duration, that includes a combination of humanitarian, political and military dimensions which hinders the provision of external relief. (Chapter 251)

Composite Print

Film print combining picture and sound track. (Chapter 502)

compromise

A security violation which has resulted in presumed, probable, or confirmed access to classified information or material by an unauthorized person. (Chapter 562)

Computer Assisted Systems Engineering (CASE) Tools

CASE software that has the utility to create other software for use in developing computer systems. (Chapter 551)

computer center

A facility housing a large centralized computer system and related telecommunications. (Chapter 562)

computer security (COMPUSEC)

Measures and controls that protect an automated information system against unauthorized accidental or intentional disclosure, modification, or destruction. (Chapter 562)

*conditional gifts

Gifts made for a specific purpose with conditions on their use. (Chapter 628)

conferences

Short meetings among technical specialists or others working in a common field, generally of a week's duration or less, to discuss a particular topic of shared, professional interest. (Chapter 253)

*CONFIDENTIAL

A national security classification applied to information, the unauthorized disclosure of which reasonably could be expected to cause damage to the national security (source: Executive Order 12958). (Chapters 545, 552)

confidentiality

That state when information, programs and interfaces are held in confidence and protected from unauthorized disclosure. (Chapter 545)

Congressional Correspondence

Any written request from Members of Congress or congressional staff regarding the activities of USAID and related topics. (Chapter 553)

Congressional Delegation (CODEL) (Chapter 555)

Congressional Inquiries

Requests for information from Members of Congress or congressional staff regarding the activities of USAID and related topics.
(Chapter 553)

Congressional Reporting

Any reporting required under the Foreign Assistance Act, the Foreign Assistance and Related Agencies Appropriation Act, or any reporting requested by a Congressional Committee, Senator, or Congressman. (Chapter 506)

Congressional Staff Delegation (STAFFDEL)

Congressional staff delegation (Chapter 555)

Congressional Testimony

Includes all appearances by USAID officers before committees of the United States House or Senate to testify regarding the activities of USAID and related issues.
(Chapter 554)

connection

Any arrangement (intentional or otherwise) of hardware, software, firmware, peripherals, cabling, transceivers, etc. that supports or could enable system interoperability. (Chapter 545)

Consolidated Audit Tracking System (CATS)

An audit recommendation follow-up system shared by Agency management and the OIG. The system tracks all audit reports and recommendations.
(Chapter 591, 592, 593)

Constructive Cost

The total cost of per diem, travel, transportation and incidental expenses which would have been incurred for travel by a usually traveled route.
(Chapters 522, 523, 524, and 525) (6 FAM-111.3)(FTR 301-3.1)

Consultant

A person serving as an advisor to an officer or instrumentality of the Government, as distinguished from an officer or employee carrying out an agency's duties and responsibilities. Ordinarily, consultants are expert in the field in which they advise, but need not be specialists. (Chapter 413)

Continental united states

The 48 contiguous states and the District of Columbia. (Chapter 443)

The contiguous 48 States and the District of Columbia.

(Chapters 522, 523, 524, and 525) (6 FAM-111.3)

Contingency

A possible event that must be prepared for such as an emergency.
(Chapter 502)

contingency plan

A written plan of actions to be taken to safeguard assets and provide reasonable continuity of support should normal operations be disrupted due to the occurrence of an emergency situation or other undesirable event.
(Chapters 562, 563)

Contingency Planning

Instituting policies and essential procedures to mitigate the effects of potential emergencies or disasters on an agency's operations and records. (Chapter 502)

Continuation of Pay

Continuation of regular salary for up to 45 calendar days due to disability and/or medical treatment following a traumatic injury, intended to eliminate interruption of income while the Office of Workers Compensation Program (OWCP) is processing the employee's claim. Continuation of pay (COP) is subject to taxes and all other usual payroll deductions. (Chapter 442)

*Continuing Resolution (CR)

A CR is an "appropriation" for the entire fiscal year(s), pending enactment of a regular appropriation, but subject to time limitations as to how long it remains in effect
(Chapters 603 and 621)

Continuity

To go on with selected USAID programs in an actual state of contingency operating conditions. (Chapter 502)

Continuity of Operations Plan (COOP)

A contingency action plan which provides the capability for a Department or Agency to continue operations during a crisis which renders the organization's headquarters unusable. (Chapter 531)

Contract

A mutually binding legal instrument where the principal purpose is the acquisition, by purchase, lease, or barter, of property or services for the direct benefit or use of the Federal Government, or in the case of a host country contract, the host government agency that is a principal, signatory party to the instrument. (Chapter 304, 305)

A mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments,

contracts include (but are not limited to) awards and notices of awards; job orders or task letters issued under basic ordering agreements; letter contracts; orders, such as purchase orders, under which the contract becomes effective by written acceptance or performance; and bilateral contract modifications. Contracts do not include grants and cooperative agreements covered by 31 U.S.C. 6301, et seq. For discussion of various types of contracts, see Part 16. (Chapter 331)

Contract Employee

Refers only to U.S. citizens employed as a Personnel Services Contractor (US PSC), independent contractor, fellow, institutional contractor, or any other category of individual, not a direct-hire, requiring a security clearance to work on USAID information or material or have unescorted access in USAID space. (Chapter 567)

Contract Information Bulletins (CIBs)

Issued by the Procurement Executive to provide information of interest to contracting personnel, such as advance notification or interim implementation of changes in acquisition or assistance regulations, reminders, procedures, and general information. (Chapter 302)

Contract Management

Is the management and direction of USAID's procurements, including implementation of USAID's unique procurement policies, regulations, and standards both in USAID/W and overseas. (Chapter 527)

Contracting

Means purchasing, renting, leasing, or otherwise obtaining supplies or services from non-federal sources. Contracting includes description (but not determination) of supplies and services required, selection and solicitation of sources, preparation and award of contracts, and all phases of contract administration. It does not include making grants or cooperative agreements. (Chapter 331)

contracting activity(ies)

Means an element of an agency designated by the agency head and delegated broad authority regarding acquisition functions. In USAID, the contracting activities consist of the Office of Procurement (M/OP), the Office of Foreign Disaster Assistance (BHR/OFDA), the Center for Human Capacity Development in the Global Bureau (G/HCD), and each overseas post (see AIDAR 702.170-3). (Chapters 302, 331)

contracting agency

Any entity of the host country designated by the country as responsible for negotiating contracts financed by an USAID loan or grant. This includes, but is not limited to, ministries of the national government and their sub-unit authorities (such as port or

regional), units of local government at any level, and government-owned, private, or mixed corporations and similar entities.
(Chapters 301, 305)

Contracting Office

Means a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the contracting officer acting within the limits of their authority as delegated by the contracting officer. "Administrative contracting officer (ACO)" refers to a contracting officer who is administering contracts. "Termination contracting officer (TCO)" refers to a contracting officer who is settling terminated contracts. A single contracting officer may be responsible for duties in any or all of these areas. Reference in this regulation to administrative contracting officer or termination contracting officer does not (a) require that a duty be performed at a particular office or activity or (b) restrict in any way a contracting officer in the performance of any duty properly assigned. (Chapter 331)

An individual with written authority of the Department Procurement Executive to enter into, administer, and terminate contracts including leases. The Procurement Executive (A/OPE) appoints all DOS Contracting Officers in conformance with FAR 1.603-3 and DOSAR 601.603-3.
(Chapter 535)(FAM06-0700)

contracting officer (See also, Agreement Officer)

A person representing the U.S. Government through the exercise of his/her delegated authority to enter into, administer, and/or terminate contracts and make related determinations and findings. This authority is delegated by one of two methods: to the individual by means of a "Certificate of Appointment", SF 1402, as prescribed in FAR 1.603-3, including any limitations on the scope of authority to be exercised, or to the head of each contracting activity (as defined in AIDAR 702.170), as specified in AIDAR 701.601. (Chapters 302, 331)

Contractor

A non-government organization or individual acting as an agent of USAID and carrying out a scope of work specified by USAID. (Chapter 102)

The seller of the goods and/or services. It includes both organizations and individuals.

- a. Contractor Employee: An individual employed by a contractor who will be directly involved in the performance of the contract.
- b. Subcontractor: Any person who furnishes services to, or for, a prime contractor.

~~Contractor~~ A non-government organization or individual acting as an agent of USAID and carrying out a scope of work specified by USAID.

The seller of the goods and/or services. It includes both organizations and individuals.

- a. Contractor Employee: An individual employed by a contractor who will be directly involved in the performance of the contract.
- b. Subcontractor: Any person who furnishes services to, or for, a prime contractor.
- c. Project Officer: The designated USAID official responsible for monitoring the performance of the contractor and exercising technical cognizance over the USAID contract, also referred to as the Cognizant Technical Officer (CTO). The Project Officer is normally responsible for writing the contract's Statement of Work. (Chapter 102)

A for-profit or non-profit organization which has a contract with USAID.
(Chapter 636)

contractor, training

The organization hired by a Mission or USAID/W Bureau to help design, implement, or monitor aspects of results-oriented training under Mission guidance and authority.
(Chapter 253)

Control Symbol

Alphabetic and numeric symbols assigned to reports by the Office of Administrative Services, Information Records Division (M/AS/IRD) or other units which serve to identify the report and indicate review and approval of the requirement. (Chapter 556)

Controllable Report

A recurring or one-time report not specifically exempted from control by M/AS/IRD.
(Chapter 506)

controlled access area

Specifically designated area within a building where classified information may be handled, stored, discussed, or processed. There are two types of controlled access areas: core and restricted. Those areas of a building requiring the highest levels of protection where intelligence, cryptographic, security and other particularly sensitive or compartmentalized information may be handled, stored, discussed, or processed. Classified information may be handled and stored. Classified discussions and processing are permitted but may be limited to designated areas, depending on the technical security threat. (Chapter 562)

Controller

Is the individual responsible directly to the Mission Director for discharging the financial management aspects of Mission operations. The Controller also provides advice and assistance to the Mission director and other Mission officials with respect to financial practices and procedures applicable to program implementation. (Chapter 527)

Controversion

The formal administrative procedure through which the Agency presents evidence to the Office of Workers' Compensation Program challenging an employee's claim. (Chapter 442)

Convenience Files

Convenience files consist of extra non-record copies of correspondence, forms, and other papers, kept solely to satisfy a particular reference need. (Chapter 502)

Coop Team

The full complement of preselected USAID personnel identified to fill the COOP staffing plan. (Chapter 531)

cooperating country (See also host country and local country)

The country receiving the USAID assistance. (Chapters 305, 322, 495)

Cooperating Country means the same as "host country." (Chapter 495)

Cooperating Country National (CCN) Employees

An individual/employee who is a Cooperating Country citizen or a non-Cooperating Country citizen lawfully admitted for permanent residence in the Cooperating Country. For the purpose of this Chapter, CCN employees are the same as FSN employees. NOTE FSN is the most widely used terminology to describe non-U.S. citizen employees. (Chapter 495)

Cooperative Agreement

A legal instrument used where the principal purpose is the transfer of money, property, services or anything of value to the recipient in order to accomplish a public purpose of support or stimulation authorized by Federal statute and where substantial involvement by USAID is anticipated. (Chapter 304)

Core Equipment

M/IRM defines core equipment as Local Area Network (LAN) and UNIX servers, Network Operating System Software and Options Peripheral Devices attached directly to a server, such as disks, tape drives and CD Drives, Network Concentrators and Wiring Components, and High Speed Printers. (Chapter 546)

Core Hours

The time periods of the workday during which an employee covered by a flexible work schedule is required by the Agency to be present for work or on approved leave. Agency core hours are 9:30 a.m. to 11:30 a.m. and 1:30 p.m. to 3:45 p.m. (Chapter 479)

Core Team

U.S. government employees and others who may be authorized to carry out inherently U.S. governmental functions such as procurement actions or obligations. For example, only members of the core team would manage procurement sensitive materials or negotiate formal agreements.

(Chapters 201, 202, 203)

Corporate Data

Data that are shared across organizational units such as bureaus or offices.

(Chapter 548)

Corporate Information Systems

Systems that contain data that need to be shared among two or more Agency organizations. Corporate systems include any system that is used by or is of benefit to more than one organization to create, update, or delete corporate data.

(Chapters 543, 550, 551)

corrective action

Measures taken to implement audit findings and recommendations.

(Chapters 591, 592)

Correspondence

Correspondence includes letters, form letters, telegrams (cables), memoranda, endorsements, summary sheets, postal cards, memo routing slips, and other written or electronic communications. (Chapter 503)

Correspondence: Classified

Correspondence containing information which requires protection in the interest of national security, i.e., Top Secret, Secret, or Confidential. (Chapter 503)

Correspondence Management

Correspondence management is the program that establishes standards for managing correspondence within the Agency. (Chapter 503)

Cost of Living Allowances

See STR 200; 3 FAM 3230 (Chapter 477)

cost containment, cost control (interchangeable)

Broad terms to describe a range of management actions, attitudes, and tools exercised by the sponsoring unit and/or its contractor, grantee, or partner to reduce the costs of training. The cost to be contained may be any direct or indirect participant or training program cost. Includes cost-sharing (See also Cost-Sharing) (Chapter 253)

Cost of Doing Business

Those general activities which are required or expected to be carried out by any Federal agency, irrespective of the mandate/program of the agency.

(Chapter 601)

cost-sharing

Any instance where USAID or its contractor identifies and arranges financial or in-kind support from counterpart organizations or independent non-governmental organizations to the benefit of a participant or training program. Cost-sharing can be with the training provider, training contractor, host-country institution, or any other stakeholder. Typical cost-sharing includes tuition remissions, assistantships, training-fee discounts, home-stays, in-kind contributions, international transportation costs, participant salary, and payment of any direct participant cost by the non-USAID funding source. Cost-sharing mobilizes additional financial resources for training, and increases the coverage and effectiveness of USAID's limited budget resources. (Chapter 253)

counterintelligence

Information gathered and activities conducted to protect against espionage, other intelligence activities, sabotage, or persons; or international terrorist activities, excluding personnel, physical, document, and communications security programs. (Chapters 562, 568)

covered countries

Countries identified annually as major illicit drug-producing or drug-transit countries under Section 490(h) of the FAA as well as any country or portion of a country that the State Department determines is to be treated as a covered country under the 487 regulations. (Chapter 253, 206)

covered participant

USAID-financed participant (including in-country) receiving a scholarship, fellowship, or other structured training of more than six hours but only where USAID specifically approves the individual participant. In the case of agreements with Public International Organizations (PIO), "covered participant" refers only to participants who are specifically designated by USAID. (Chapter 206)

Credit Review Board

The Credit Review Board (CRB) was established in accordance with the Office of Management and Budget Circular A-129. (Chapter 250)

credit subsidy/reserve

In accordance with the Credit Reform Act of 1990, a credit subsidy (i.e., a loan loss reserve) must be estimated (under an overall FY appropriation for this purpose) for each Housing Guaranty authorization. OMB Circular No. A-34 (revised annually) outlines the procedures for credit subsidy estimates. For sovereign risk borrowers, the credit subsidy is determined by utilizing an OMB computer software model based on U.S. inter-agency (ICRAS) ratings for country risk. For non-sovereign risk borrowers, the credit subsidy is calculated utilizing a non-sovereign risk software model developed for the Housing Guaranty Program and approved by OMB. This model is based partially on country risk and partially on financial analysis of the borrowers. (Chapter 250)

Critical Assumption

In the context of developing a results framework, critical assumptions refer to general conditions under which a development hypothesis will hold true or conditions which are outside of the control or influence of USAID, and which are likely to affect the achievement of results in the results framework. Examples might be: the ability to avert a crisis caused by drought, the outcome of a national election, or birth rates continuing to decline as it relates to an education program. A critical assumption differs from an intermediate result in the results framework in the sense that the intermediate result represents a focused and discrete outcome which specifically contributes to the achievement of the SO.

(Chapters 201, 202, 203)

Critical Element

(Civil Service) A work objective which contributes toward accomplishing organizational goals and objectives and which is of such importance that unacceptable performance would result in an unacceptable performance in the position. (Chapter 462)

Critical Functions

Agency-level functions that are deemed so important to the survival and continuance of the Agency that they must continue to be performed during the crisis. (Chapter 531)

*Critical Letter

Critical letters are issued to Rating Officials and Appraisal Committee members by the Performance Boards when a current evaluation is so deficient that the Performance Board's ability to make confident judgments on the employee's competitive standing has been affected, disadvantaging the employee. Critical letters are placed in the Rating Official's and Appraisal Committee members' Performance Evaluation File for two years. (Chapter 463)

Critical-Sensitive Positions

Definitions for terms used in this chapter are located in 3 FAM 695 3-3. (Chapter 408)

*CTO (Cognizant Technical Officer)

The individual who, for the purpose of contract/agreement administration, is designated to perform specific functions by the Contracting/Agreements Officer or who is specifically designated by policy or regulation as part of the contract/assistance administration. (Chapter 631)

Cupboard Stocks

Cupboard stocks are expendable supplies located in office supply cabinets or the like (not in a secure supply room) which are maintained to meet immediate normal requirements usually not to exceed a 30-day period. Parts are not included in the cupboard stock category. (Chapter 534)

Customer

Those host country individuals, especially the socially and economically disadvantaged, who are beneficiaries of USAID assistance and whose participation is essential to achieving sustainable development results.
(Chapters 101, 102)

customer

Individuals of every age, gender, and level of physical and/or mental ability or organizations that receive USAID services or products, benefit from USAID programs or that are affected by USAID actions. (Chapters 201, 202, 203, 250)

Customer Representative

Any individual or organization that represents the interests of those individuals, communities, groups or organizations targeted for USAID assistance.
(Chapters 201, 202, 203)

Customer Service Plan

A document which presents the operating unit's vision for including customers and partners to achieve its objectives. This document also articulates the actions necessary to engage participation of its customers and partners in planning, implementation and evaluation of USAID programs and objectives. It will act as a management tool for the individual operation unit and must be developed in the context of existing Agency parameters. (Chapters 201, 202, 203, 250)

Customer Surveys

Surveys (or other strategies) designed to elicit information about the needs, preferences, or reactions of customers regarding an existing or planned activity, result or strategic objective. (Chapters 201, 202, 203)

Cycling (Cycle)

The periodic removal of obsolete copies of vital records and their placements with copies of current vital records. This may occur daily, weekly, quarterly annually, or at other designated intervals. Update. (Chapter 502)

- D -

damage to the national security

Harm to the national defense or foreign relations of the United States from the unauthorized disclosure of information, to include the sensitivity, value, and utility of the information. (Chapter 562)

Danger Pay Allowance

See STR 650; 3 FAM 3270 (Chapter 477)

Data Administration

This function involves overseeing and understanding an organization's data. The Data Administration function ensures the most cost-efficient organization and use of the organization's data resources. (Chapter 551)

Data Base

A set of data, consisting of at least one data file, that is sufficient for a given purpose. (Chapter 502)

Data Base Management System

A software system used to access and retrieve data stored in a data base. (Chapter 502)

Data Brokering

Coordinating Agency program-funded development information service activities. (Chapter 540)

Data File

The actual information files within the system. It can be numeric, text, graphic, or combo. (Chapter 502)

Data Stewardship

The Agency organization that is responsible for collecting and maintaining Agency data. (Chapter 551)

Data Telecommunication

This includes local area networks (LANs), wide area networks (WAN), mainframe, mini and gateway micro computers, electronic bulletin boards, Electronic Mail (e-mail), X.400, Internet, and other network-enabled applications provided through the USAID Network (USAIDNET) (e.g., sending faxes through e-mail, asynch dial-out/dial-in, File Transfer Protocol (FTP), telecommunication network, etc.) for both USAID/W and overseas locations. (Chapter 549)

Day

Means, unless otherwise specified, a calendar day. (Chapter 442)

Days

(See 3 FAM 4310 (Old 3 FAM 761.2) (Chapters 485 and 486)

Calendar days, unless otherwise specified. (Chapter 487)

debarment

An action taken by a debarring official to exclude a contractor from Government contracting and Government-approved subcontracting for a reasonable, specified period; a contractor so excluded is "debarred". (Chapter 313)

deciding official

The designee authorized by the agency head to impose suspension and/or debarment, for USAID it is the Procurement Executive/Assistance Executive. This is the same as "Debarring official" and "Suspending official" in FAR 9.4.

(Chapter 313)

(See 3 FAM 4310 (Old 3 FAM 761.2) for definition that applies to 485.)

(Chapter 485)

Management official authorized to render Agency decisions on proposed disciplinary and adverse actions. (Chapter 487)

Decision Officer

The individual who has the responsibility of making the final Agency decision, normally the Chief, Bureau for Management, Office of Human Resources, Labor and Employee Relations Branch (M/HR/LERPM/LER). (Chapter 490)

The officer designated by the Administrator who is responsible for determining that an exigency of the public business exists, and that there is no alternative to cancellation of approved leave.

Decision officers are (a) assistant administrators and heads of Directorates, and independent offices reporting directly to the Administrator or an associate administrator, and (b) heads of overseas Posts (limited to determining that an exigency exists and concurring to Cancellation of scheduled leave by approving officer). If the officer's leave is affected or if the decision officer approved the leave in question, the decision authority passes to the next Higher level. (Chapter 480)

declassification

The determination that classified information no longer requires, in the interests of national security, any degree of protection against unauthorized disclosure, coupled with a removal or cancellation of the classification designation.

(Chapter 562)

Declassification Officer

The person who reviews classified documents and makes the determination on whether documents may be declassified. (Chapter 510)

*dedicated mode

The mode of operation in which the system is specifically and exclusively dedicated to and controlled for the processing of one particular type or classification of information, either for full-time operation or for a specified period of time. (Chapters 545, 552)

Deductions

The amounts withheld for retirement purposes from the basic pay of an employee subject to the retirement law. (Chapter 494)

Deep Outreach

The provision of significant benefits to particularly disadvantaged members of a broader target group. In the case of microenterprise development programs, these typically include the poorest microentrepreneurs, female microentrepreneurs, etc. (Chapter 219)

Defense Base Act Insurance

Worker's compensation insurance for contractor employees working overseas; required by statute (the Defense Base Act) for all contractors and subcontractors, regardless of the duration of their assignment. Not applicable to PSCs, who are covered by the Federal Employees Compensation Act. (Chapter 322)

Deferred Annuity

An annuity payable to a separated employee which is scheduled to begin when the separated employee reaches age 62. (Chapter 494)

degauss

The application of an alternating current (AC) field for the purpose of demagnetizing magnetic data recording media. The process involves increasing the AC field gradually from zero to some maximum value and back to zero, which leaves a very low residue of magnetic induction on the media. (Chapter 562)

Delegation of Authority

A document similar to a warrant used to re-delegate purchasing authority within specified limits to designated Cardholders. (Chapter 331)

Delinquency

The failure of a borrower to make interest and/or principal payments on time. A delinquent loan is one on which payments have not been made on time. (Chapter 219)

Delinquency Rate

The total outstanding principal on loans with payments past due more than a given number of days, as a percent of a financial institution's TOTAL loan portfolio (TOTAL unpaid balance on outstanding loans.) In the context of this guidance, 90 days past due is used as the threshold of delinquency. (Chapter 219)

Deliver or Supply

Definition is located in 3 FAM 695 3-3.(Chapter 408)

Any service customarily performed in a commercial export transaction which is necessary to effect a physical transfer of commodities to the cooperating country. Examples of such services are export packing, local drayage in the source country. (Chapter 314)

Demotion

A change of an employee to a lower grade or to a position with a lower rate of pay. (Chapter 487)

Demotion at an Employee's Request

See 5 CFR 536.102 (Chapter 474)

Demotion for Personal Cause

See 5 CFR 536.102 (Chapter 474)

Demurrage

The amount paid on a daily basis by the charterer to the ship owner or operator for delay of the vessel in port in excess of the number of days stipulated in the charter party; an extra charge to the charterer for delays in loading or discharging the cargo. (Chapter 314)

Deobligation

The cancellation or downward adjustment of a previously recorded obligation. (Chapter 621)

Department

Includes independent establishment, agency, or federally-owned or -controlled corporation. (Chapter 443)

Dependent

(1) a spouse; (2) children who are under 21 years of age and unmarried or, regardless of age, are incapable of self-support (children include step - and adopted - children and those who are under legal custody of the employee or spouse and are dependent upon and normally reside with the employee and are expected to be under guardianship of the employee until 21 years of age); (3) parents (including step - and legally adoptive - parents) who are at least 51 percent dependent on the employee for support; and (4) brothers and/or sisters (including step - and adoptive - brothers and/or sisters) who are 51 percent or more dependent on the employee, unmarried and under 21 years of age. However, there is no age limit if they are physically or mentally incapable of self-support. (Chapter 306)

A spouse (as defined by the employee's state of official residence), unmarried child (including unmarried dependent stepchild or adopted child) under 21 years of age, a dependent mother or father, a dependent designated in official records, or an individual determined to be a dependent by the Deputy Assistant Administrator, Bureau for Management, Office of Human Resources (DAA/M/HR), or designee. (Chapter 478)

Dependents

Dependents include a wife or husband; an unmarried child under 18 years of age who receives regular support from the employee, or, if over 18, incapable of self-support due to physical or mental disability; a student under 23 years of age who has not completed

four years of post-high school education and is regularly pursuing a full-time course of study; a parent wholly dependent upon and supported by the employee. (Chapter 442)

Includes a lawful widow; children, stepchildren, and adopted children, if unmarried, under twenty-one years of age, and in fact dependent upon the decedent for support, or if physically or mentally incapable of self-support regardless of age; and dependent parents who were a part of the decedent's household. (Chapter 443)

Dependents(See Family)

Those persons reliant upon an employee for their support and claimed on the residency (OF 126) statement. (Chapter 523)

Deposit

A sum of money paid into the fund by an employee or survivor to cover a period of service during which deductions were not withheld from pay. (Chapter 494)

derivative classification

Assignment of classification by incorporating, paraphrasing, restating or generating in new form information that is already classified, and marking the newly developed material consistent with the markings of the source information. (Chapter 562)

desk review

A limited audit report review performed to determine whether the report contains all required elements and appears to be accurate and logical based only on the information contained in the report. (Chapter 591)

Design Documents

Design and authorization documents, etc., that define, describe, authorize, and commit a development assistance activity. (Chapter 540)

Designated Housing

Under the Single Real Property Manager concept, the only designated housing are the residences for the Ambassador, Deputy Chief of Mission, Consul General (when Principal Officer), and Marine Security Guards. (FAM06-0700) (Chapter 535)

Designee

An USAID employee who applies on behalf of an USAID colleague to become a leave recipient. (Chapter 482)

Despatch

The amount paid on a daily basis by a ship owner or operator to the charterer for the time saved in loading or discharging cargo. An allowance by the ship owner or operator for time saved in loading or discharging the cargo. Despatch terms are set forth in the Charter. (Chapter 314)

detail

The temporary assignment or loan of a Direct-Hire employee to an outside organization, or within USAID, without change of position from that held in USAID and/or the temporary assignment of non-USAID personnel to USAID, with the expectation that the employee will return to the official position of record upon the expiration of the detail. (Chapter 432)

Detention

The penalty paid by the charterer for delay of a vessel beyond the contracted terms. (Chapter 314)

Development Experience

The cumulative knowledge derived from implementing and evaluating development assistance programs. Development experience is broader in scope than "lessons learned", and includes research findings, applications of technologies and development methods, program strategies and assistance mechanisms, etc. (Chapters 201, 202, 203, 540)

Development Experience Documentation

Documents which (1) describe the planning, design, implementation, evaluation and results of development assistance and (2) are generated during the life cycle of development assistance programs or activities. (Chapter 540)

Development Information

The body of literature and statistical data which documents and describes the methods, technologies, status and results of development practices and activities and measures levels of development on a variety of dimensions. (Chapters 201, 202, 203)

The corpus of published literature, unpublished "gray literature", statistical data, current awareness information, knowledge bases, etc. which document, describe, measure, and communicate the methods, technologies, status, performance, results and experience of development practices and activities by the international development community and local, indigenous development practitioners. (Chapter 540)

Development Experience Clearinghouse

The Bureau for Policy and Program Coordination, Center for Development Information and Evaluation, Development Experience Information Division (PPC/CDIE/DI) office which acquires, processes, and disseminates, on demand, intellectual materials which describe the planning, design, implementation, evaluation, and results of USAID development assistance activities. (Chapter 540)

Development Experience System

A collection of databases providing access to USAID produced or funded development experience documents and descriptions of USAID development assistance activities. (Chapter 540)

Diplomatic Pouch

A sealed container documented and marked according to the requirements of Vienna Diplomatic and Consular Conventions and the Department of State. (Chapter 513)

Direct Acquisition

When USAID is a direct party, a signatory, in a mutually binding legal relationship obligating the seller ("contractor") to furnish supplies or services and the buyer ("USAID") to pay for them. (Chapter 301)

Direct Contracting

See DIRECT ACQUISITION (Chapter 301)

direct-hire employee

Refers only to U.S. citizens employee as direct-hire (general schedule Civil Service) and excepted service (non-career and Foreign Service)), expert consultant, or Advisory Committee Member Serving without Compensation) working for USAID. (Chapters 562, 566, 567)

direct procurement

See Direct Acquisition (Chapter 302)

Directed Reassignment

A management decision of the Administrator to reassign a career or probationary appointee to another SES position for which qualified. (Chapter 455)

directives management program

The directives management program provides Agency personnel with the means to document and convey these policies and procedures through written instructions to users. (Chapter 501)

disability

A physical or cognitive impairment that affects a major life function, consistent with the definition of the Rehabilitation Act. (Chapter 253)

disallowed cost

An incurred cost questioned by the audit organization that management has agreed shall not be charged to the Government. (Chapters 591, 592)

Disaster

An unexpected occurrence inflicting widespread destruction and distress and having long-term, adverse effects on Agency operations. (Chapter 502)

Disaster is an occurrence causing widespread destruction and distress. It is distinguished from an accident by its magnitude and by its damage to the community infrastructure or the resources required for recovery. (Chapter 530)

An event manmade or natural that causes loss of life, health, property or livelihood. (Chapter 251)

Disaster Declaration

The written determination by a U.S. Ambassador or designee of the Secretary of State that a disaster situation exists, with lives at risk, which exceeds local capacity and for which it is in the U.S. Government's interest to respond. (Chapter 251)

Disaster Reconstruction

Longer term activities designed to augment critical infrastructure and promote development goals; of tertiary priority to Disaster Relief and Rehabilitation. (Chapter 251)

Disaster Rehabilitation

Intermediate term activities to assist disaster stricken populations to return to a state of viability. A secondary priority to life sustaining Disaster Relief. (Chapter 251)

Disaster Relief

Immediate, life sustaining assistance provided to disaster victims. (Chapter 251)

*Disbursements

Payments made using cash, check, or electronic transfers. Disbursements include advances to others as well as payments for goods and services received and other types of payments made. (JFMIP) (Chapter 631) Note: The Agency often uses the term "Disbursements" to mean only "payments that liquidate obligations" which actually is the definition for "outlays."

Disciplinary Action

(See 3 FAM 4310 {Old 3 FAM 761.2}) (Chapter 485)

An action against an employee in the form of an oral admonishment, reprimand or suspension of 14 days or less. (Chapter 487)

disclosure

Making a record available to another person or entity, other than the individual to whom the record pertains by any means of communication (oral, written, electronic). (Chapter 509)

Discretionary Advisory Committee

An advisory committee established within the authority of the Administrator.
(Chapter 105)

discrimination

Discrimination in marine insurance exists when a cooperating country takes actions which hinder private importers in USAID transactions from making cost, insurance and freight (c.i.f.) and cost and insurance (c. and i.) contracts with U.S. commodity suppliers, or which hinder importers in instructing such suppliers to place marine insurance with companies authorized to do business in the United States.

Discrimination does not exist in either of the following situations: 1) when a cooperating country, in importing for itself, elects not to use USAID dollars for marine insurance but instead follows a policy of self-insurance or insures with non-USAID funds, or 2) when a cooperating country insures public sector procurements locally with a government-owned insurance company.

(Chapter 322)

Disposal

Disposition of excess personal property through redistribution, transfer, sale, grant-in-aid, donation, abandonment or destruction. (Chapter 536)

Disposition

The transfer, retirement, and/or disposal of records or non-record material.

(Chapter 502)

The regulation of the fate, condition, application, and related conditions of property; the transference of property into new hands, a new place, condition, and so forth; alienation, or parting; as a disposal of property. (Chapter 536)

Disposition Schedule

A document providing mandatory instructions for what to do with records (electronic and hard copy)(and non-record materials) no longer needed for current Government business, with provision of authority for the final disposition of recurring or nonrecurring records. (Chapter 502)

Distinguished Service Award

Presidential award for sustained extraordinary accomplishment which carries a payment of up to \$20,000. (Chapter 422)

Division

An organization element below the office or staff level; a Level II or below organization. Divisions are established when operating requirements, functional concerns and/or staffing levels justify dividing an office or staff into sub-elements.

(Chapter 102)

document

Any publication (bound or unbound, printed material such as reports, studies, manuals), correspondence (letters, cables, and memos), or other printed or written products (such as charts, maps, etc.). (Chapter 562)

Document Distribution Unit

The Development Experience Clearinghouse office which provides on-demand copies of USAID project and program documents and USAID-funded technical reports in the Development Experience System (DEXS), and/or on CD-DIS. (Chapter 540)

*dollar trust funds

These accounts established by the U. S. Treasury are for the purpose of recording expenditures against receipts held in trust, where USAID acts in a fiduciary capacity in carrying out specific purposes and programs in accordance with international agreements or U.S. statutory requirements. There is no connection between dollar trust fund accounts and separate dollar accounts required under the Appropriations Act for cash transfer assistance or nonproject sector assistance. (Chapter 628)

Domestic Relocation Allowance

See ADS 524 (Chapter 477)

Domestic Voice Telecommunications

Voice telecommunications originating and ending within the United States. (Chapter 549)

*donations

Donations are monies and materials given by private persons and organizations to USAID without receiving anything in exchange. This term is used interchangeably with gifts for the purposes of ADS Chapter 628. (Chapter 628)

Drug Abuse

Definition is located in 3 FAM 695 3-3. (Chapter 408)

Drug Abuse Prevention Function

Definition is located in 3 FAM 695 3-3. (Chapter 408)

Drug Dependency

Definition is located in 3 FAM 695 3-3. (Chapter 408)

Drug Experimenter

Definition is located in 3 FAM 695 3-3. (Chapter 408)

Drugs

Definition is located in 3 FAM 695 3-3. (Chapter 408)

Dubbing

A duplicate copy of a sound recording or video, and the combination of sound materials from different sources such as dialogue, music, and sound effects into a single sound track. (Chapter 502)

Duty Hours

The period when the majority of employees are at work (0815 - 1700 hours, Monday through Friday). (Chapter 531)

- E -

Earned Annuity

An amount computed on the basis of the employee's actual service, unused sick leave, and high 3 average pay and, if required, reduced for retirement before age 55 and failure to make deposits or redeposits. (Chapter 494)

Economic and Social Data Base (ESDB)

An online information system that provides access to international economic and social data in support of Agency operations and evaluation activities. (Chapter 540)

Economic and Social Data Service (ESDS)

A service to the Agency providing identification, election, interpretation and analysis of international economic and social statistical data from USAID and other international donor and USG sources. (Chapter 540)

Economy Act Orders

Requisitions for goods or services placed by one Federal Agency with another (using FAR 17.5 procedures) under Economy Act Section 1535(a). USAID rarely uses Economy Act Orders when transferring funds to other agencies, since the specific authorities under FAA Sections 632(a) and 632(b) generally cover the same types of transactions and are more appropriate to use. (Chapter 306)

Economy Fare

Air transportation costing less than premium, including excursions, groups, and special fares. (See also ACCOMMODATIONS (AIRPLANE)) (Chapter 523)

editorial changes

Editorial changes are simple clarifications that do not alter the content of the ADS material. Editorial changes include punctuation changes, grammar corrections, updates to office symbols, address and name changes, and hyperlink additions. Editorial changes also may include "conforming amendments," which alter material only so as to comply with (new or revised) external regulations. (Chapter 501)

Education Allowance

See STR 270; ADS 523.5.1p (Chapter 477)

Educational Travel

STR 280; 6 FAM 111.1-1 (Chapter 477)

Effective Date

This is the date that specific policies and/or procedures within an ADS chapter become effective. The date will appear in the ADS Effective and Certification file. Effective Dates for Mandatory References and Additional Help documents change when substantive modifications are made anywhere within the document. These Effective Dates will appear in the corresponding chapter Effective and Certification file. (Chapter 501)

Effective Rating

(Civil Service) Indicates that performance meets the performance measures established for a Civil Service work objective. (Chapter 462)

Effects

Furniture, consumables, house-hold, and personal effects, including automotive replacement spare parts, tires, tubes, and accessories, for use of an employee and the employee's family; but excluding boats, aircraft, animals, birds, and plants. Snowmobiles and vehicles with two or three wheels, e.g. motorcycles, mopeds, and golf carts, may be shipped as household effects.
(6 FAM-111.3)(Chapters 522, 523, 524, and 525)

Electronic Documents

Documents composed on computers, using a variety of word processing, data collection, spreadsheet, and/or other software programs. (Chapter 540)

Electronic Form

A form generated by computer software and used as the basic tool for collecting and transmitting information. (Chapter 505)

Electronic Information System

A system that contains and provides access to computerized Federal records and other information. (Chapter 502)

electronic mail (e-mail)

Electronic method of Agency communications within USAID/Washington and throughout the mission locations via telecommunications links between computer terminals.
(Chapter 502)

Electronic Mail Message

A document created or received on an electronic mail system including brief notes, more formal or substantive narrative documents, and any attachments, such as word processing and other electronic documents, which may be transmitted with the message. (Chapter 502)

Electronic Mail System

A computer application used to create, receive and transmit messages and other documents. Excluded from this definition are file transfer utilities (software that transmits files between users but does not retain any transmission data), data systems used to collect and process data that have been organized into data files or data bases on either personal computers or mainframe computers, and word processing documents not transmitted on an e-mail system. (Chapter 502)

Electronic Records

Any information that is recorded in a form that only a computer can process and that satisfies the definition of a Federal record in 44 U.S.C. 3301. (Chapter 502)

Electronic Record Keeping System

An electronic system in which records are collected, organized, and categorized to facilitate their preservation, retrieval, use and disposition. (Chapter 502)

Electronic Records System

Any information system that produces, manipulates or stores records by using a computer. (Chapter 502)

eligible countries

Those countries specified by Geographic Code in the Strategic Objective Agreement, Implementation Letters, and other related documents for the supply of services and goods. (Chapter 305)

Emergency

A situation or an occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action. This is generally a short duration, for example, an interruption of normal Agency operations for a week or less. It may involve electrical failure or minor flooding caused by broken pipes. (Chapter 502)

Emergency Action Committee

Emergency Action Committee is an organization established at a Foreign Service post by the Chief of Mission or principal officer for the purpose of directing and coordinating the post's response to contingencies emergency situations. (Chapter 530)

Emergency Coordinator

The individual appointed by the Administrator in compliance with Executive Order 12656, to administer the Continuity of Operations Plan for the Agency. (Chapter 531)

emergency exit

A secure door designated for emergency egress during a fire or other life threatening evacuation. (Chapter 562)

Emergency Operating Records

The type of vital records essential to the continued functioning or reconstitution of an organization during and after an emergency. (Chapter 502)

Emergency Relocation Site

The site containing the Agency's emergency operating facility. Executive Order 12656 requires all Federal Departments and Agencies to establish plans, programs, equipment and facilities to ensure the continuity of essential functions. (Chapter 531)

emergency & evacuation network (E&E Net)

A radio channel designated specifically for security of personnel at the U.S. Mission. (Chapter 562)

employee

A direct-hire employee of USAID or a Participating Agency. (Chapter 306)

A person appointed in any one of the categories listed in the Foreign Service Act of 1980, or appointed pursuant to other statute deriving employment authority from the Act, but excluding USAID third-country national employees. (Chapters 522, 523, 524, and 525) (6 FAM-111.3)

See CFR 536.102 for definition which applies to ADS Chapter 474 (Chapter 474)

An employee of USAID (including direct hire and Participating Agency Staff (PASA)) who is a citizen or national of the United States, or an alien who has been admitted to the United States for permanent residence. This does not include a part-time or intermittent employee or native labor casually hired on an hourly or daily basis. (Chapter 478)

An employee who:

- a. enters a missing status inside the continental United States; or
- b. is a resident at or in the vicinity of place of employment in a territory or possession of the United States or in a foreign country and who was not living there solely as a result of employment; is an employee for the purposes of this chapter only upon determination by the Deputy Assistant Administrator, Bureau for Management, Office of Human Resources (DAA/M/HR), or designee, that this status is the proximate result of employment by the Agency. (Chapter 478)

(See 3 FAM 4310 (Old 3 FAM 761.2) for definition which applies to ADS Chapter 485. (Chapter 485)

U. S. citizen employee of USAID, both direct-hire and contractors. (Chapters 562, 566, 567)

employee entrance

An entrance designated for the exclusive use of authorized employees to gain access to a facility. (Chapter 562)

employee non-work time

Employee non-work time means times when the employee is not otherwise expected to be addressing official business. Employees may for example - use government office equipment during their own off-duty hours such as before or after a workday (subject to local office hours), lunch periods, authorized breaks, or weekends or holidays (if their duty station is normally available at such times).

(Chapter 541)

Employee With Disability

A Government employee who has a severe permanent impairment which for all practical purposes precludes the use of public transportation, or an employee who is unable to operate a car as a result of permanent impairment and who is driven to work by another. (Chapter 514)

employment authorization

The determination that an individual is eligible to occupy a non-sensitive position. Such eligibility is granted subsequent to a personnel security investigation in which no issues were developed and after a favorable adjudication is made.

(Chapters 562, 567)

Employment on a Temporary or Term Basis

See 5 CFR 536.102 (Chapter 474)

Employer-Employee Relationship

An employment relationship under a service contract with an individual occurs, as a result of 1) the contract's terms or 2) the manner of its administration during performance when the contractor is subject to the relatively continuous supervision and control of a Government officer or employee. (Chapter 495)

*encryption

Protecting information by encoding it through use of logarithmic coding keys. (Chapters 545, 552)

Protecting information by applying logarithmic coding keys. (Chapter 562)

End-user Applications

Computer software that provides specific functionality for an individual or small group and is not a part of processing corporate information. This software is either commercially available or a custom application. (Chapter 550)

Endorsement

The act of endorsing something, i.e., to write a note on a document, to give approval to. (Chapter 503)

Energy Conservation Measures

Measures that are applied to an existing Federal building that improve energy efficiency and are life cycle cost effective and that involve energy conservation, cogeneration facilities, renewable energy sources, improvements in operation and maintenance efficiencies, or retrofit activities. (Chapter 528)

Energy Efficiency Goal

The ratio of production achieved to energy used. (Chapter 528)

Energy Use Avoidance

The amount of energy resources, e.g., gasoline, not used because of initiatives related to conservation. It is the difference between the baseline without a plan and actual consumption. (Chapter 528)

entity

An embassy, consulate, trade, press, airline, cultural, tourist, or business office, and any organization representing a foreign country. (Chapter 562)

Entrance Conference

A meeting which provides the first formal contact between the audit entity and the cognizant bureau or office Management Action Official. The purpose is to discuss the planned review, including time constraints, preliminary scope and contacts, issues, sensitivities, points of contact, referrals for information, and preliminary requests for information/documents. (Chapters 592, 593)

Environment

The term environment, as used in these procedures with respect to 593 effects occurring outside the United States, means the natural and physical environment. With respect to effects occurring within the United States see ?216.7(b). (Chapter 204)

Environmental Assessment

A detailed study of the reasonably foreseeable significant effects, both beneficial and adverse, of a proposed action on the environment of a foreign country or countries. (Chapter 204)

Environmental Impact Statement

A detailed study of the reasonably foreseeable environmental impacts, both positive and negative, of a proposed USAID action and its reasonable alternatives on the United States, the global environment or areas outside the jurisdiction of any nation as described in 216.7 of these procedures. It is a specific document having a definite format and content, as provided in NEPA and the SEQ. Regulations. (Chapter 204)

Equipment

Those items required for safe, comfortable, and proper habitability of a residence, including air conditioners, smoke detectors, fire extinguishers, humidifiers, and dehumidifiers. (Chapter 535)(FAM06-0700)

espionage

The act of obtaining, delivering, transmitting, communicating, or receiving information about the national defense foreign policy with an intent or reason to believe that the information may be used to the injury of the United States or to the advantage of any foreign nation. The offense of espionage applies in time of war or peace. (Chapter 562)

Essential Functions

The fundamental job duties of the employee's position as defined in 29 CFR 1630.2(n). An employee who must be absent from work to receive medical treatment for a serious health condition is considered to be unable to perform the essential functions of the position during the absence for treatment. (Chapter 481)

essential procedures

Mandatory courses of action that must be followed in order to implement policy. These courses of action are not to impose unreasonable administrative requirements. (Chapter 204)

Evaluation

A relatively structured, analytic effort undertaken selectively to answer specific management questions regarding USAID-funded assistance programs or activities. In contrast to performance monitoring, which provides ongoing structured information, evaluation is occasional. Evaluation focuses on why results are or are not being achieved, on unintended consequences, or on issues of interpretation, relevance, effectiveness, efficiency, impact, or sustainability. It addresses the validity of the causal hypotheses underlying strategic objectives and embedded in results frameworks. Evaluative activities may use different methodologies or take many different forms, e.g., ranging from highly participatory review workshops to highly focused assessments relying on technical experts. (Chapters 201, 202, 203)

Evaluation Documents

Program and project evaluation, performance measurement and development result reports, and any other document containing significant evaluative information and observation. Those publications describing a relatively structured, analytic activity undertaken selectively to answer specific management questions regarding USAID-funded development assistance activities. (Chapter 540)

Excepted service

Consists of those civil service positions that are not in the competitive service. The Excepted Service includes all positions in the executive branch of the Federal Government that are specifically excepted from the competitive service pursuant to

statute, by the President or by the Office of Personnel Management (OPM) under Section 6.1 of Civil Service Rule VI or Section 9.20 of Civil Service Rule IX. (Chapter 412)

Positions in the Federal civil service not subject to the appointment requirements of the competitive service. Exceptions to the normal, competitive requirements are authorized by law, executive order, or regulations. (Chapter 413)

Excess Allowance

Provision for baggage exceeding the free allowance carried by transportation companies. Usually limited to an amount of weight or pieces in order to make the total amount of baggage authorized equal to the free allowance of premium-class.(Accompanying Baggage) (Chapter 523)

Excess Property

Property under control of a Federal agency which is no longer required by the Agency for its needs. (Chapter 547)

Exchange

The mutual trade of property of equal value, the one in consideration of the other. (Chapter 536)

Executive

A Government employee with management responsibilities which, in the judgment of the employing agency head or designee, requires preferential assignment of parking privileges. (Government employee as referred to in these regulations is a full time employee of USAID.) (Chapter 514)

Executive Competencies

The key skills and characteristics associated with carrying out executive management responsibilities in six activity areas that are broadly applicable to positions throughout the SES and that are the basis of certification by a Qualifications Review Board for career appointment to the SES. (Chapter 423)

Executive Officer (EXO)

A term used by some agencies to identify the officer charged with responsibilities for administrative and program support activities. (FAM06-0700) (Chapters 527, 535)

Executive personnel

Employees who are appointed to USAID/W executive positions under the Foreign Assistant Act (FAA) of 1961. These executives are identified as either statutory officers who are appointed by the advice and consent of the Senate, or individuals serving within the AD Senior Level (SL) pay band. (Chapter 413)

Executive Personnel Transaction Form 1390

A form used by agencies to report to OPM actions affecting SES and other executive positions and personnel. (Chapter 423)

Executive Resources Board (ERB)

A panel of top Agency executives responsible under the law for conducting the merit staffing process for career appointment to SES positions. Most ERB's are also responsible for setting policy on and overseeing such areas as SES position planning and executive development. (Chapter 423)

Exempt from Leave

Individuals who are not covered by the leave laws by virtue of the nature of their appointment and consequently do not accrue or use annual, sick, or home leave. (Chapter 480)

Exempt Report

A report which does not require approval and assignment of a report control symbol, or one which has been reviewed by the reports review unit and assigned to the exempt category. Reports issued by the Office of the Inspector General (IG) are exempt from the approval and assignment process. (Chapter 506)

Exigency of the Public Business

An operational demand beyond the Agency's control and of such importance as to preclude the use of scheduled annual leave. Examples: insurrection, violence, natural or man-made disasters, medical evacuation, emergency visitation, or sudden call to jury or military duty. Normal workload, inadequate staffing, absence of other employees, and poor leave planning do not constitute an exigency of the public business and are not justifications for canceling scheduled leave. (Chapter 480)

Exit Conference

A meeting upon completion of an audit review to discuss findings. (Chapters 592, 593)

Expanded Team

U.S. government employees and partner and customer representatives committed to achieving the strategic objective. (Chapters 201, 202, 203)

Expendable Personal Property

Expendable personal property is property which, when put in use, is consumed, loses its identity, or becomes an integral part of another item of property. Examples are: office supplies, automobile tires, machine parts, and desk trays. (Chapter 534)

Expendable Supplies

A term synonymous with consumable supplies that refers to items that are expected to be fully consumed through use and are not subject to be tracked by established

inventory systems. (Examples of such supplies are: pens, pencils, paper products, diskettes, tape, etc.) (Chapter 331)

***Expenditures**

In Accrual-based Accounting, they constitute both the Outlays (payments that liquidate obligations) and Invoices Recorded but not Paid component of Accrued Expenditures. (Chapter 631)

Expert

A person with excellent qualifications and a high degree of attainment in a professional, scientific, technical, or other field. The expert's knowledge and mastery of the principles, practices, problems, methods, and techniques of the field of activity, or a specialized area in the field, are clearly superior to those usually possessed by competent persons in that activity. (Chapter 413)

***Expired Account**

An appropriation or fund account in which the balance is no longer available for incurring new obligations because the time available for incurring such obligations has expired. Expired accounts are maintained by fiscal identify for five years. During the five-year period, obligations may be adjusted if otherwise proper and outlays may be made from these accounts. (Chapter 621)

Extended Exigency

An exigency of such significance as to threaten national security, safety, or welfare, that lasts more than three calendar years, that affects a segment of the Agency or occupational class, or that precludes subsequent use of both restored and accrued leave within specified time limits. (Chapter 480)

- F -

Facility

Any structure or group of closely located structures, comprising a manufacturing plant, laboratory, office or service center, plus equipment. (Chapter 528)

Fact-Finder

An individual from within or outside the Agency authorized to conduct a grievance investigation, including a hearing, and to submit a report of findings and recommendations to the Decision Officer. (Chapter 490)

Fair Market Value

Fair market value is the monetary value that an agency could reasonable expect to receive for an asset in a current sale between a willing buyer and a willing seller other than in a forced or liquidation sale. (Chapter 534)

Family/Authorized Dependents

(1) Children who are unmarried and under 21 years of age or, regardless of age, are incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship at least until they reach 21 years of age and when dependent upon and normally residing with the guardian;

(2) Parents (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parents are at least 51 percent dependent on the employee for support (these parents are not authorized medical travel; see 3 FAM 686.1);

(3) Sisters and brothers (including stepsisters or stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, are incapable of self-support (these sisters and brothers are not authorized medical travel; see 3 FAM 686.1); and

(4) Spouse. (6 FAM-111.3)(Chapters 522, 523, 524, and 525)

Family And Medical Leave

An employee's entitlement to 12 administrative workweeks of unpaid leave for certain specified family and medical needs. (An employee has the option of substituting paid leave in accordance with section 481.5.6.) (Chapter 481)

Family Member

Employee's spouse; parents of the employee and spouse; children, including adopted children and their spouses; parents; brothers and sisters and their spouses; and individuals related by blood or affinity whose close association with the employee is the equivalent of a family relationship. (Chapter 482)

*FASAB

Federal Accounting Standards Advisory Board. The Federal accounting standards and concepts setting body. It is a twelve-member board with GAO, OMB and Treasury as the principles. (Chapter 631)

FBO Capital Account

The XJ 6XXX allotment used for acquisition, development, and construction (including project supervision) for Government-owned and long-term leased properties. The A/FBO capital account is not used to fund maintenance and repair projects. (FAM06-0700) (Chapter 535)

FBO-Related Activities Account

The XJ 2XXX allotment used to fund living quarters allowances, functional programs, maintenance and repair, minor improvements for long-term leased and Government-owned property, and recurring rental payments on Government-held leaseholds. (Chapter 535)(FAM06-0700)

Federal Acquisition Regulation (FAR)

The primary document containing the uniform policies and procedures for all executive agencies for acquisition of supplies and services with appropriate funds. It is issued as Chapter 1 of Title 48, Code of Federal Regulations (CFR). (Chapters 302, 330)

Federal Building

An energy or water conservation unit/measure or any building, structure, or facility, or part thereof, including the associated energy and water consuming support systems, which is constructed, renovated, leased, or purchased in whole or in part for use by the Federal government; a collection of such buildings, structures, or facilities and the energy and water consuming support systems for such collection. (Chapter 528)

Federal Financial Assistance

Assistance provided by a federal agency in the form of grants, contracts, cooperative agreements, loans, loan guarantees, property, interest subsidies, insurance, or direct appropriations, but not including direct federal cash assistance to individuals. It includes awards received directly from federal agencies, or indirectly through other units of state and local governments, educational institutions, and other nonprofit organizations. (Chapter 591)

Federal Information Technology (IT) Resources

See INFORMATION TECHNOLOGY (IT). (Chapter 546)

*Feedback

Communicating to employees the extent to which their performance does not meet, meets, or exceeds expectations, the adequacy of their relevant skills, and their progress toward career development goals. (Chapter 462)

Feeder Report

A recurring report prepared in part or for the primary purpose of providing data to be used in preparing another report. (Chapter 506)

Field Work

The detailed examination phase employing an audit program developed specifically to find answers to the audit objectives. (Chapter 592)

final action

The completion of all actions that Agency management has concluded, in management decisions, are necessary with respect to the findings and recommendations included in an audit report. (Chapter 591)

Completion of all actions that Agency management has concluded, in management decisions, are necessary with respect to the findings and recommendations included in an audit report. Under the old terminology, a recommendation where final action had been taken was called "closed".

(Chapter 592)

Final Selection Committee (Fsc)

Technically competent decision-making group gathered from the Agency's ranks which assists in staffing and re-staffing USAID's Foreign Service (FS) Corps. Members must be senior in grade and technically prepared to recommend candidates for career candidate and non-career appointments. (Chapter 468)

financial audit

An audit to assess whether a recipient (contractor, grantee or host government) has accounted for and used USAID funds as intended and in compliance with applicable laws and regulations. (Chapter 591)

Financial Costs

The costs of the funds raised by a microfinance institution to cover its lending. Depending on the context, this may include only out-of-pocket interest costs paid to depositors and/or to other financial institutions, or may include as well the opportunity cost of funds received as grants or soft loans from donors, governments, or charitable organizations. (Chapter 219)

Financial Regulation(s)

The set of rules governing the conduct of financial institutions. (Chapter 219)

Financing Request (FR)

The document used by the Borrower/ Grantee to request issuance of a specific disbursing authorization (such as a Bank Letter of Commitment) to initiate detailed financing arrangements for procurement of commodities and commodity-related services authorized by the Agreement and the pertinent Implementation Letter. (Chapter 307)

Financial Services

In the context of microenterprise development, includes the provision of loans, the acceptance of savings deposits, and payments services such as the provision or cashing of money orders, and other similar services useful to low income people. (Chapter 219)

Financial Supervision

The examination and monitoring of financial institutions - usually by government authorities - to ensure compliance with financial regulations. (Chapter 219)

Financial Sustainability

The degree to which an organization collects sufficient revenues from sale of its services to cover the full costs of its activities, evaluated on an opportunity-cost basis. (Chapter 219)

firewall

A system available in many configurations providing the necessary isolation between trusted and untrusted environments. (Chapter 545)

First Line Supervisor

The Telecommuter's immediate supervisor. (Chapter 405)

Fixed Amount Reimbursement

An assistance technique whereby the host government is reimbursed by USAID for the successful completion of specified activities. The amount of reimbursement is fixed in advance based upon cost estimates reviewed and approved by USAID. (Chapter 317)

Flash

Outgoing telegrams that are to be delivered instantly (state of emergency) any day or night. (Chapter 549)

Flexible 5/4-9 Work Schedule

A type of flexible work schedule in which an employee may be permitted to complete the 80-hour biweekly basic work requirement in nine days by working eight 9-hour days plus a 45-minute lunch break and one 8-hour day plus a 45-minute lunch break with one regular day off each biweekly pay period subject to management approval. (Chapter 479)

Flexible Bands

See Flexible Hours. (Chapter 479)

Flexible Hours (Also referred to as Flexible Bands)

The time periods during the workday in which employees covered by a flexible work schedule may choose to schedule their arrival or departure times subject to management approval. (Chapter 479)

Flexitime Work Schedule (Also referred to as Flexitour or Flexitime)

A type of flexible work schedule in which an employee is required to be at work during core hours but may establish arrival and departure times within Agency-designated flexible hours subject to supervisory approval. (Chapter 479)

Flexitour

See Flexitime. (Chapter 479)

Flexitime

See Flexitime. (Chapter 479)

follow-on

Term used to describe activities/reports which document the impact of training programs on the home country, sponsoring unit, in-country employers, and participants. (Chapter 253)

forced entry resistance

The capacity of security barriers to resist mob attack as outlined in Department of State Certification Standard SD-STD-01.01, Forced Entry and Ballistic Resistance of Structural Systems. (Chapter 562)

Forced Savings

Savings deposited in a microfinance institution as a condition of eligibility for receiving loans. Distinguished from voluntary savings, which are Deposited independent of such a condition. (Chapter 219)

Foreign Affairs Agency

(See 3 FAM 4412)(Chapter 486)

Foreign Excess Personal Property

Foreign excess personal property is property located in a foreign country, and under the control of a Federal agency or designee, no longer needed locally, and determined by the head of the agency that it is no longer required by the agency elsewhere.

Establishments abroad are not to use the word "surplus" on disposal documents because this term is reserved for GSA use. This form is very rarely used by USAID for OE-funded property. (Chapter 534)

Foreign Service Limited Appointment

An appointment, either as a career or non-career employee, of a specified duration from one to five years. (Chapter 412)

Foreign Service National Direct Hire (FSNDH) Employee

1) a non-U.S. citizen employee hired by a USAID Mission abroad, whether full or part-time, intermittent or temporary, and inclusive of a Third Country National (TCN) who is paid under the local compensation plan (LCP), and 2) who was appointed under the authority of the Foreign Service Act of 1980 (the ACT). (Chapter 495)

Foreign Service National Personal Services Contractor (FSNPSC) Employee

1) a non-U.S. citizen employee hired by a USAID Mission abroad, whether full or part-time, intermittent, or temporary, and inclusive of a Third Country National (TCN) who is paid under the local compensation plan (LCP), and 2) who entered in a contract pursuant to the AIDAR, Appendix J. (Chapter 495)

Foreign Service Officer

Definitions for terms in this chapter are located in 3 FAM 2430 (Chapter 435)

Foreign Service Post

Definitions for terms in this chapter are located in 3 FAM 2430 (Chapter 435)

Foreign Service Tenure Board

Board responsible for reviewing career records of Foreign Service career-candidate employees in order to determine whether or not to recommend tenure (career-status) to employees. (Chapter 422)

Foreign Transfer Allowance

See STR 240 (Chapter 477)

Forfeited Annual Leave

Leave that exceeds an employee's ceiling at the end of the leave year. (Chapter 480)

Form

A form is a fixed arrangement of captioned spaces designed for entering and extracting prescribed information, including ADP systems forms. (Chapter 505)

Formal Decision

Any Office of Workers' Compensation Program determination which states that Office's findings with respect to the case and includes a description of the employee's appeal rights. (Chapter 442)

Former Spouse

One who has been married for at least nine months to an employee who has at least 18 months of service covered under the retirement law. (Chapter 494)

Foster Care

Twenty-four hour care for children in substitution for, and away from, their parents or guardian. Such placement is made by or with the agreement of the State as a result of a voluntary agreement by the parent or guardian that the child be removed from the home, or pursuant to a judicial determination of the necessity for foster care, and involves agreement between the State and foster family to take the child. Removal of a child from parental custody must be the result of State action even if the placement for foster care is with relatives.

(Chapter 481)

forward funding

The availability of funds to support future expenditures for a specified time period after a planned obligation. . This definition of forward funding applies to the use of program funds. (Chapter 602)

Obligating, from current year funds, amounts to cover the cost of goods and/or services to be received/provided in a subsequent fiscal year. Rules for forward funding will vary somewhat depending on the good/services under consideration. See Chapter 602 for definition as it relates to program funds. (Chapter 603)

FPO

Fleet Post Office (Navy). (Chapter 513, 532)

Free Allowance

Accompanying baggage that is carried free of charge by carriers. Generally, two (2) pieces on American carriers when flight originates in the United States. May vary on foreign carriers.(See also ACCOMPANYING BAGGAGE) (FAM06-0700) (Chapter 523)

Full-cost-recovery Interest Rates and Fees

The level of interest rates and fees needed to cover the full long-run costs of providing a given loan. (Chapter 219)

Full Financial Sustainability

A situation in which the revenues an organization generates from its clients cover the full (opportunity) costs of its activities, thus allowing it to continue operating at a stable or growing scale without ongoing support from governments, donor agencies, or charitable organizations. When applied to a microfinance institution, full financial sustainability requires that the interest and fees the MFI collects on its lending equal or exceed the sum of its operational and financial costs, with the latter evaluated on an opportunity-cost basis. (Chapter 219)

Full Long-Run (Opportunity) Costs

In the context of this guidance, the financial plus operational costs for an organization to provide a given quantity and quality of services (e.g., credit) once the organization has achieved feasible economies of scale and improvements in operational efficiency, with all costs evaluated on an opportunity-cost basis. Used as a basis for estimating the prices that must be charged for services to allow the organization to reach full financial sustainability. In the case of an MFI undergoing significant growth and/or improvement in operational efficiency, the full long-run costs of providing credit will typically be less than its currently observed costs. (Chapter 219)

full mission

Full Missions conduct USAID's major programs worldwide and manage a program of four or more strategic goal areas. Full missions usually consist of 9-15 USDH employees, including typically two senior managers and a full complement of program, technical, and administrative staff. (Chapter 102)

full support mission

Also known as "regional hubs," full support missions have designated and clear responsibilities for providing support to small and medium missions in addition to managing their own bilateral program of four or more strategic goal areas. Typically, a full support mission consists of 16-22 USDH and provides contract, legal, and financial management support to its in-country program as well as designated small and medium missions. It will only be located in countries where there is a large USAID in-country program to manage. (Chapter 102)

fully armored vehicles (FAV)

FAVs are treated with ballistic resistant opaque and transparent armor which afford the occupants protection against high powered rifle fire.

(Chapters 562, 563)

function

All or a clearly identifiable segment of the Agency's mission, (including all integral parts of that mission), regardless of how it is performed. (Chapter 452)

Functional Series

Part of the Automated Directives System (ADS) consists of chapters grouped according to the Agency's functions. These groups of chapters are called the Functional Series.

(Chapter 501)

Functional Space

All non-residential Government-held real property, such as office buildings, warehouses, garages, and special program space. (FAM06-0700)(Chapter 535)

funding recipient

Funding recipient is the individual or organization that receives a USAID contract, grant, or cooperative agreement. (Chapter 318)

furlough

For the purposes of this chapter, the placement of an employee in a temporary nonduty and nonpay status for more than 30 consecutive calendar days, or more than 22 workdays if done on a discontinuous basis, but for not more than one year. (Chapter 452)

The placing of an employee in a temporary non-duty, non-pay status on a continuous basis, e.g., ten consecutive days, or on a noncontinuous basis, e.g. one day per week. (Chapters 453)

Under RIF procedures, furlough is the placement of an employee in a temporary non-duty and non-pay status for more than 30 consecutive calendar days (or more than 22 workdays if done on a noncontinuous basis), but not more than one year when the action is based on one of the RIF criteria and is not in accordance with preestablished conditions of employment. (Handbook 30, Supplement 2B, covers adverse action furloughs of 30 days or less, or 22 workdays or less on a noncontinuous basis.) (Chapter 452)

Furnishings

Those items that equip residential quarters for living, e.g., carpets, draperies or curtains, lamps, and lighting fixtures. (FAM06-700) (Chapter 535)

Furniture

Basic residential furniture, includes those items listed as "Furniture" in FAM06-0772 _ Exhibit 772.1-1. (FAM06-0700)(Chapter 535)

Furniture, Furnishings, Appliances, and Equipment (FFA&E)

Items that are provided in U.S. Government-furnished quarters. There are four major categories of FFA&E. First, Basic FFA&E is the minimum set of items that is normally provided in all U.S. Government-furnished residential quarters, as listed in 6 FAM 772 Exhibit 772.3A. Second, Supplemental FFA&E are those items listed in 6 FAM 772 Exhibit 772.3B, or others approved by the post and the Washington parent agencies, which may be provided for residential quarters if posts have sufficient funding to procure them and if the post Interagency Housing Board establishes a joint policy that such items will be routinely furnished. Third, Initial FFA&E are those items of basic or supplemental FFA&E provided for new Foreign Service positions. Fourth, Replacement FFA&E are those items of basic or supplemental FFA&E that are not initial FFA&E. (Chapter 535)

- G -

GAO Products

Briefing reports, letter reports, fact sheets, reports with or without recommendations, and testimony. (Chapter 593)

Gender Integration

Gender integration is a focus on the participation of and benefits to each gender in development programs, while promoting women's leadership of and equality in program and organizational structures. (Chapter 202)

General Agreements

Overall agreements with Participating Agencies to establish policy for working relationships with those agencies for the provision of services, but shall not in themselves provide such services, which are provided by implementing PASA's and RSSA's. They are authorized pursuant to Sections 621 (a) and 632 (b) of the FAA. They have been executed with those Federal agencies most often called upon for assistance: the Departments of Agriculture (USDA), Commerce, Health and Human Services (HHS), Interior, and Labor, and the General Services Administration (GSA). (Chapter 306)

general average

A doctrine of marine law applicable to all ocean shipments whereby, when part of a marine cargo or part of the ship is deliberately sacrificed in the interest of saving the whole, owners of the sacrificed portion are entitled to contributions from the owners of the saved portion of the cargo and the ship. (Chapter 322)

General Operations

World-wide Federal agency operations, other than building operations, and includes services; production and industrial activities; operation of aircraft, ships, and land

vehicles; and operation of Government-owned, contractor-operated plants. (Chapter 528)

General Position

An SES position that may be filled by any type of SES appointee (i.e., career, non-career, limited term, or limited emergency). (Chapter 423)

General Records Schedules (GRS)

A National Archives and Records Administration (NARA) issued schedule governing the disposition of specified records common to several or all agencies. (Chapter 502)

General RIF Announcement

An Agency-wide announcement of the need or possible need for a RIF. This general notice contains information on the scope of any RIF, including the number of employees to be released, the competitive levels from which they are to be released, and the probable timing of the RIF as proposed at the time of the Agency's decision. (Chapter 454)

General Services

Services provided in the areas of travel, transportation, supply, property, management, procurement, security and housing/office management. (Chapter 527)

General Transportation

Use of vehicles for over-the-road driving as opposed to vehicles designed for off road conditions, and the use of aircraft and vessels. This category does not include special purpose vehicles such as combat aircraft, construction equipment or mail delivery vehicles. (Chapter 528)

generally accepted government auditing standards (GAGAS)

The standards, issued by the Comptroller General of the United States, for audit of Government Organizations, programs, activities, and functions, and of Government assistance received by contractors, nonprofit organizations, and other non-governmental organizations, issued in June 1994 by the Comptroller General of the United States. . (see also Government Auditing Standards and U.S. General Accounting Office "Yellow Book" Standards) (Chapter 591, 592)

geographic code

See USAID GEOGRAPHIC CODE (Chapter 305)

*gifts

Gifts are nonreciprocal, voluntary transfers of assets from foreign governments, private organizations, individuals, or others to USAID. (Chapter 628)

Girth

Total measurements of a package's length plus circumference.
(Chapter 513)

Global Programs or Activities

Global programs or activities refer to USAID programs or activities which take place across various regions, (i.e. they are trans-regional in nature). These types of programs are most often managed by central operating bureaus such as BHR or the G Bureau. (Chapters 201, 202, 203)

Goal

See OPERATING UNIT GOAL or AGENCY GOAL. (Chapters 201, 202, 203)

Specific statement of an intended energy conservation result which will occur within a prescribed time period. The intended result must be time-phased and must reflect expected energy use assuming planned conservation programs are implemented.
(Chapter 528)

Government Auditing Standards (GAS)

The standards, issued by the Comptroller General of the United States, for audit of Government organizations, programs, activities, and functions, and of Government assistance received by contractors, nonprofit organizations, and other non-governmental organizations. (see also Generally Accepted Government Auditing Standards and U.S. General Accounting Office "Yellow Book" Standards) (Chapter 592, 594)

Government-furnished Residential Quarters

Government-held quarters that are provided with at least the basic furniture, furnishings, appliances, and equipment needed for the convenience and use of the occupant.
(Chapter 535)(FAM06-0700)

Government-Held Real Property

Real property owned, leased, requisitioned, or otherwise held in the name of the United States Government by the Secretary of State, the Agency for International Development, or other agencies, as authorized. Real property leased under living quarters allowances (LQA) is not included. (Chapter 535)(FAM06-0700)

Government Personnel

Definition is located in 3 FAM 695 3-3. (Chapter 408)

Government office equipment

Government office equipment and information technology includes, but is not limited to: personal computers and related peripheral equipment and software, library resources, telephones, facsimile machines, photocopiers, office supplies, Internet connectivity and access to internet services, and e-mail. This list is provided to show examples of office equipment as envisioned by this policy. Executive Branch managers may include additional types of office equipment.

(Chapter 541)

Government-provided Residential Quarters

Living quarters made available to employees in lieu of living quarters allowances.

(Chapter 535)(FAM06-0700)

Grade

Includes all classes of positions which, although different with respect to kind or subject-matter of work, are sufficiently equivalent as to level of difficulty and responsibility and level of qualification requirements of the work to warrant their inclusion within one range of rates of basic pay in the General Schedule or the Foreign Service pay plans.

(Chapter 456)

grant

A legal instrument used where the principal purpose is the transfer of money, property, services or anything of value to the recipient in order to accomplish a public purpose of support or stimulation authorized by Federal statute and where substantial involvement by USAID is not anticipated. (Chapter 304)

A legal instrument used where the principal purpose is the transfer of money, property, services or anything of value to the recipient in order to accomplish a public purpose of support or stimulation authorized by Federal statute and where substantial involvement by USAID is not anticipated. (Chapter 591)

Grant Incurred Cost

Required by the Federal Acquisition Regulation's "Allowable Cost and Payment" clause; a submission due 90 days after the close of the contractor's fiscal year which is used as the basis for conducting an incurred cost audit. (Chapter 591)

Grant: incurred cost audit

An annual audit performed of costs incurred under cost reimbursable contracts to determine allowability, allocability, and reasonableness of costs. (Chapter 591)

Grant: Indirect Cost Rate Proposal

See Incurred Cost Submission. (Chapter 591)

Graphics

The art of creating and assembling pictures, type, charts, graphs and other work in relation to reproduction for printing, engraving, etching or photography.

Grievance

(See 3 FAM 4412) (Chapter 486)

A request by an employee, or by a group of employees acting as individuals, for personal relief in a matter of concern or dissatisfaction relating to the employment of the employee(s) which is subject to the control of USAID management, except as provided by exclusion. (Chapter 490)

Grievance Board
(See 3 FAM 4412) (Chapter 486)

Grievance File
A separate file retained by The Bureau for Management, Office of Human Resources, Labor and Employee Relations Branch (M/HR/LERPM/LER) which contains all documents related to the grievance at the formal level, including, but not limited to, any statements of witnesses, records, or copies thereof, the report of the hearing (if one is held), statements made by the parties to the grievance, and the decision. (Chapter 490)

Grievant
Any Civil Service (CS) or Administratively Determined (AD) employee, including a former employee for whom a remedy can be provided by the Agency. (Chapters 486, 490) (See 3 FAM 4412)

Gross Weight
Gross weight. Obtained by adding to the net weight the weight of lift vans, outside shipping containers, and the weight of dunnage or bracing material used to secure articles in such vans or containers.
(Chapters 522, 523, 524, and 525) (6 FAM-111.3)

Gross Space Measurement
Generally, all space on all floors within the outside surface of the exterior walls. (See FAM06-0723 _ Exhibits 723D and F, to be published at a later date.) (FAM06-0700)(Chapter 535)

Group Lending
A form of collateral substitute in which borrowers form groups, all of whose members must maintain a satisfactory payment record for any group member to be eligible for future loans. (Chapter 219)

Guest House Facility
That which is built, installed, or established for the purpose of housing guests. (Chapter 526)

guidance
Guidance includes directions, advice, and information. The Automated Directives System (ADS) includes all Agency-wide guidance. Some guidance, such as the R4 and BPBS, is specifically excluded from the ADS.
(Chapter 501)

Guidelines
Set of instructions designed to prescribe, direct and regulate a course of action.
(Chapter 528)

- H -

handicapped entrance

A designated entrance specifically designed to conform to Federal, state and local guidelines to accommodate physically challenged or disabled individuals. (Chapter 562)

hardline

Term referring to an overseas system of barriers surrounding a protected area which may afford degrees of forced entry, ballistic resistant or blast protection. A hardline may include walls, floors, ceilings, roofs, windows, doors or non-window openings, all which must provide the level of protection specified for the threat category and facility designation. (Chapter 562)

Hazardous Property

Hazardous property is material consisting of explosives, flammable, corrosives, combustibles, oxidizers, poisons, toxics, sources of ionizing radiation or radiant energy, biologicals and radiologicals, magnetics, and compressed gasses, which, because of their nature, are dangerous to store or handle, and present real or potential hazards to life and/or property. (Chapter 534)

Head of the Agency

Means the Secretary, Attorney General, Administrator, (also called Governor, Chairperson, or other chief official of "agency head"): an executive agency, unless otherwise indicated, including any deputy or assistant chief official of an executive agency; and the term "authorized representative" means any person, persons, or board (other than the contracting officer) authorized to act for the head of the agency or Secretary. (Chapter 331)

Heads of Agency Overseas Establishments

USAID mission director or USAID representative; USIA country public affairs officers; officers in charge of radio relay stations or radio program centers; and officers in charge of regional service centers.

(Chapters 522, 523, 524, and 525) (6 FAM-111.3)

Head of the Contracting Activity (HCA)

The official who has overall responsibility for managing the contracting activity. AIDAR 702.170-10 lists each HCA in USAID and the limits on the contracting authority for each are listed in AIDAR 706.601. Also see Contracting Activity. (Chapters 302, 330, 331)

Head of Overseas Establishment

A principal officer, as defined in Section 102 of the Foreign Service Act, for example, a USAID Mission Director or USAID Representative, a Peace Corps Director, or a ranking Department of Commerce Officer in-country. (Chapter 495)

Health and Accident Coverage (HAC)

USAID's DAC insurance policy for all U.S. participants. (Chapter 253)

Health Care Provider

Includes:

- (1) A licensed Doctor of Medicine or Doctor of Osteopathy or a physician who is serving on active duty in the uniformed services and is designated by the uniformed service to conduct examinations;
- (2) Any health care provider recognized by the Federal Health Benefits Program or who is licensed or certified under Federal or State law to provide the service in question;
- (3) A health care provider as defined in paragraph (2) of this definition who practices in a country other than the United States, who is authorized to practice in accordance with the laws of that country, and who is performing within the scope of such practice as defined under those laws;
- (4) A Christian Science Practitioner listed with the First Church of Christ Scientist in Boston, Massachusetts; or
- (5) A Native American, including an Eskimo, Aleut, and Native Hawaiian, who is recognized as a traditional healing practitioner by native traditional religious leaders and who practices traditional healing methods as believed, expressed, and exercised in Indian religions of the American Indian, Eskimo, Aleut, and Native Hawaiians, consistent with the Native American Religious Freedom Act.
(Chapter 481)

High-3 Average Salary

The highest annual rate resulting from averaging, over any period of three consecutive years of creditable service, an employee's rate of basic pay in effect during that period, with each rate weighted by the time it was in effect. (Chapter 494)

high frequency single sideband (HF SSB)

Type of communications system, in the high frequency range, for long distance communications. (Chapter 562)

Higher Education

Refers to education, training, research, and community service outreach at the post-secondary level. (Chapter 216)

Higher Education Community

Refers to the spectrum of individuals, institutions, and organizations integral to higher education, singly and in various combinations, local, regional, national and international, including associations, consortia and other forms of partnership. The term "higher education" in this paper refers to both U.S. and host country institutions, except when one or the other is specified. (Chapter 216)

Higher Education Institutions

Are post-secondary institutions recognized as bona fide in their home countries. In the United States, recognition is by accrediting agencies recognized through the U.S. Department of Education. Normally, outside the United States, recognition is by a Ministry of Education or a national accrediting entity. (Chapter 216)

Home-Base

An organization unit where an employee is assigned for purposes of supervision, usually in accordance with the employee's primary functional role. An aligned team will usually serve as the home-base for employees assigned on a full-time basis. (Chapter 102)

Home-Base Supervisor

The supervisor located in the office/bureau where the PMI will be permanently placed at the end of the internship. The home-base supervisor is responsible for monitoring and evaluating the PMI's development against the target position. (Chapter 460)

Home

A fixed or permanent dwelling place synonymous with place of fixed abode as distinguished from a mere temporary residence. (Chapter 443)

Home Service Transfer Allowance (HSTA)

See STR 250, 3 FAM 3231; 3 FAH-1 H-3230 (Chapter 477)

host country (See also cooperating country)

The country in which the USAID sponsoring unit is operating. (Chapter 253)

The country in which the employing USAID mission is located and the country for whose benefit a USAID program is being implemented. (Chapter 301, 305, 311, 322, 495)

Host Country Contracting

A means of program implementation in which USAID finances, but is not a party to, contractual arrangements between the host country and the supplier of goods and/or services. (Chapter 301, 305)

host country guarantor

For sovereign risk borrowers, either (1) a specific paragraph obligating the sovereign borrower must be included in the Housing Guaranty Program Agreement, or (2) a separate Host Country Guaranty document covering the sovereign obligation is to be included in the loan documentation for specific Housing Guaranty borrowings. (Chapter 250)

host country national

A citizen of a Host Country. (Chapter 253)

Househunting Trip

Travel (including per diem) and transportation expenses of the employee and spouse for one round trip to the new official station to seek permanent residence quarters. (Chapter 524)

Housing Supplement for Certain Employees Assigned to Living Quarters

Allowances See STR 150 (Chapter 477)

Human Immunodeficiency Virus (HIV)

A virus that can infect people and destroy their immune system, the body's mechanism for fighting infection. HIV causes AIDS (and it is also known as HTLV-III and LAV)

Human Resources Management

Is the act of entering into a contract that conveys real estate, equipment, or facilities for a specified term and for a specified rent, from one entity or person to another. (Chapter 527)

hyperlink

A hyperlink is the text a user can use their mouse to click on while reading a document on their computer to go to another file, another location in the same document, or a web page. (Chapter 501)

Hyper-Link

The act of jumping from the body of one document into the body of another document to review, and then back into the original document with one keystroke at designated points within the text.

- I -

IAP66A form

Form used to apply for a J-1 visa for a sponsored program. The form identifies a participant's study program and certifies to USAID's financial sponsorship of the participant. U.S. permanent residents (green card holders) and U.S. citizens don't require an IAP66A form. (Chapter 253)

ICASS

(1) is an administrative cost distribution system (not an accounting system),

(2) is the International Cooperative Administrative Support Services. It replaces the Foreign Affairs Administrative Support (FAAS) system.

- is a customer-driven, voluntary interagency system for managing and funding administrative services abroad;

- gives posts the authority to determine how services are delivered, at what cost and by whom;

- has customer service standards established by each post, with the service provided formally accountable to the customer; and
- incorporates a full cost recovery system through a State Department no-year Working Capital Fund (WCF) (Chapter 527)

identification

The process that enables recognition of an entity by a system, generally by the use of unique machine-readable user names.
(Chapter 545)

IDI Graduation Panel

A panel convened and chaired by the Deputy Assistant Administrator, Bureau for Management, Office of Human Resources (DAA/M/HR), or designee, to review the files of participants who have completed one year of overseas on-the-job training (OJT). The IDI Graduation Panel members include the IDI Program manager, the appropriate CDO(s), the Staffing Branch Chief, and an Office of Equal Opportunity Programs (EOP) representative, who will serve as a non-voting member.
(Chapter 459)

IDI Learning Plans

One plan is prepared at the outset of the USAID/W training establishing the duration and composition of the training in Washington, including classroom training. A second learning plan is prepared upon arrival overseas, establishing the duration and composition of the training in the target office and each rotation within the mission. Both plans are developed by the IDI supervisor and the IDI, with input from the CDO and the IDI program manager. Learning objectives and responsibilities are stated in both plans. Plans are based on each participant's background and experience and can be modified during the IDI learning program, as appropriate. (Chapter 459)

IDI Performance Evaluation Report

The form used for evaluating participants during the USAID/W OJT assignments of two or more weeks. An evaluation of classroom training is obtained, if appropriate.
(Chapter 459)

IDI Program Manager

The IDI Program Manager is responsible for the overall management of the IDI Program. (Chapter 459)

IDI Supervisor

The supervisor of the major unit to which an IDI is currently assigned as part of a Washington rotation or an overseas assignment.
(Chapter 459)

Immediate

Outgoing telegrams that are assigned for important policy matters(s) or death matters. (Chapter 549)

Implementation Disputes

See 3 FAM 4412 (Chapter 486)

Implementation Instrument

A binding relationship established between USAID and an outside party or parties to carry out USAID programs, by authorizing the use of USAID funds and/or nonfinancial resources for 1) the acquisition of services or commodities or 2) assistance that provides support or stimulation to accomplish a public purpose. Examples of such instruments include contracts, grants, cooperating agreements, and interagency agreements. (Chapter 304)

implementation letters

Formal correspondence, numbered sequentially, between USAID and other parties pursuant to a duly signed agreement which addresses, inter alia, interpretations of agreements, satisfaction of conditions precedent to disbursement, funding commitments, and mutually agreed upon modifications to program descriptions. (Chapters 201, 202, 203, 250)

Implementing Organization

In the context of microenterprise development, any government or non-government organization that directly provides financial services and/or non-financial assistance to microenterprises, or that performs other activities intended to improve the environment for microenterprise performance. (Chapter 219)

Improvements

Additions or alterations that increase the value or change the use of a building or property and/or significantly improve its utility. They do not include maintenance, repair, or restoration to the original condition. Improvements create something that did not exist before. See Minor Improvements. (Chapter 535)(FAM06-0700)

In-Country Training

A structured learning activity taking place in a classroom or workshop with formally designated instructor(s), learning objectives and outcomes, conducted full-time or intermittently within the host country. The in-country training activity to fall under this directive must be identified as a discrete, budgeted activity and specified within the mission or bureau's Results Framework or Results Packages matrix. On-the-job training carried out by technical assistance contractors with their counterparts, which is not specifically identified as to budget and RF/RP linkage, is excluded from definitional and reporting requirements herein.

In-Kind

Travel elements (Transportation, Meals or Incidental Expenses) that are provided to the traveler at no cost to the Agency. This does not mean that the provider gives the

Traveler funds to purchase the specific element, but the element is provided to the traveler at no-cost, e.g., airline tickets or meals are given to the traveler. (Chapter 633)

in-kind contribution

The value of non-cash contributions to a training program provided by any third party, including counterpart contributions from host country institutions. In-kind contributions may be in the form of space, equipment, supplies, expendable property, and the value of goods and services directly benefiting and specifically identifiable to a participant or training program. (Chapter 253)

In Loco Parentis

The situation of an individual who has day-to-day responsibility for the care and financial support of a child or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary. (Chapter 481)

Incapacity

The inability to work, attend school, or perform other regular daily activities because of a serious health condition or treatment for or recovery from a serious health condition. (Chapter 481)

Incidental Services

Installation or erection of USAID-financed equipment, or the training of personnel in the maintenance, operation and use of such equipment. (Chapter 307)

incurred cost audit

See Grant: incurred cost audit (Chapter 591)

incurred cost submission

Required by the Federal Acquisition Regulation's "Allowable Cost and Payment" clause; a submission due 90 days after the close of the contractor's fiscal year which is used as the basis for conducting an incurred cost audit. (Chapter 591)

Indefinite Suspension

The placing of an employee in a temporary status without duties and pay pending investigation, inquiry, or further Agency action. (Chapter 487)

Independent Office

A major organization element of the Agency that reports to the Office of the Administrator; a Level I organization. An independent office is responsible for significant Agency-wide program or staff functions. (Chapter 102)

Indicator

See Performance Indicator. (Chapters 201, 202, 203)

Indigenous Goods

Goods of local source and origin which have been mined, grown, or produced in the cooperating country through manufacture, processing, or assembly. If a locally produced good contains imported components, a commercially recognized new commodity must result that is substantially different in basic characteristics or in purpose or utility from its components. (Chapter 316)

indirect cost rate proposal

See Incurred Cost Submission. (Chapter 591)

Indirect Travel

The portion of any journey which deviates from a usually traveled route. (Chapters 522, 523, 524, and 525) (6 FAM-111.3)

Individual

A citizen of the United States or an alien lawfully admitted for permanent residence. (Chapters 508, 509)

Individual Development Plan (IDP)

A plan prepared by the PMI's home-base supervisor and the PMI at the outset of the internship to serve as the blueprint for the first two years. The IDP is designed around specific learning objectives and includes planned rotational assignments, short and long range goals, and training activities, including participation in PMI Program training conferences. It establishes the duration and composition of each rotation/training based on the requirements of the target position and the participant's background and experience. (Chapter 460)

Individual Taxpayer Identification Number (ITIN)

The unique identifying number assigned by the IRS to each participant trained in the US, to track US tax liability and payment. (Chapter 253)

Industrial Production

Operation of facilities including building and plants which normally use large amounts of capital equipment; e.g., GOCO plants, to produce goods (hardware). (Chapter 528)

Ineligible Costs

Costs questioned by the auditor because the auditor found that such costs were a violation of a provision of a law, regulation, contract, grant, cooperative agreement, or other agreement or document governing the expenditure of funds; or that the expenditure of the funds for the intended purpose was unnecessary or unreasonable. (Chapter 592)

information

Any communication or reception of knowledge such as facts, data, or opinions, including numerical, graphic, or narrative forms, whether oral or maintained in any

medium, including computerized data bases, paper, microform, or magnetic tape.
(Chapter 562)

Information Architecture

The information architecture looks at how: information is used in an organization without regard to current systems or organizational boundaries, work the Agency must accomplish, and information that is needed to perform the work.
(Chapter 543)

Information Management

The planning, control, and operations of the resources, methodology, and tools required to properly capture, store, and deliver information to Agency employees in a timely, accurate, and economical manner.
(Chapter 541)

Information Resources Management (IRM)

Is the planning, budgeting, organizing, directing, training, and controlling associated with the creation, maintenance and use, and disposition of information as well as with related resources, or assets, such as personnel, equipment, funds, and technology. (Chapter 527)

information system

The organized collection, processing, transmission, and dissemination of information in accordance with defined procedures, whether automated or manual. (Chapter 562)

Information Systems (IS)

The organized collection, processing, transmission, and dissemination of information in accordance with defined procedures whether automated or manual. (Chapter 502)

information systems security

Protection afforded to information and telecommunications systems which process classified national security-related information and/or unclassified sensitive information in order to prevent exploitation through intentional or unintentional disclosure, interception, unauthorized electronic access, or related technical intelligence threats.
(Chapter 562)

information technology (IT)

Any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission or reception of data or information by the executive agency. For purposes of the preceding sentence, equipment within an executive agency is associated with corporate or business operations which (i) requires the use of such equipment or (ii), requires the use to a significant extent, of such equipment in the performance of a service or the furnishing of a product.

-IT includes computers, ancillary equipment, software, firmware, and similar procedures and services (including support services), and related resources.

- IT does not include equipment acquired by a Federal contractor incidental to the performance of a Federal contract. IT does not include program-funded IT unless it is used and controlled by USAID.
(Chapters 541-551)

information technology installation

One or more computer or office automated systems including related telecommunications, peripheral and storage units, central processing units (CPU), and operating and support system software. Information technology installations may range from information technology facilities such as large centralized computer centers to individual stand-alone microprocessors such as PCs. (Chapter 562)

information technology resources

Any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. It includes, but is not limited to, "computers, ancillary equipment, software, firmware, and similar procedures, services (including support services) and related resources". (Chapters 541, 542)

Inherently Governmental

Functions which are so intimately related to the public interest as to mandate performance by Government employees. (Chapter 601)

inherently governmental function

A function that is so intimately related to the public interest as to mandate performance by Government employees. OMB Policy Letter 92-1 provides additional information and a list of functions considered to be inherently governmental functions. (Chapter 104)

Initial Environmental Examination

An Initial Environmental Examination is the first review of the reasonably foreseeable effects of a proposed action on the environment. Its function is to provide a brief statement of the factual basis for a Threshold Decision as to whether an Environmental Assessment or an Environmental Impact Statement will be required. (Chapter 204)

*in-kind gifts

Non-cash gifts of property or materials for any purpose authorized in the Foreign Assistance Act. (Chapter 628)

Input

The provision of technical assistance, commodities, capital or training in addressing development or humanitarian needs.
(Chapters 201, 202, 203)

integrity

That state when information, programs and interfaces remain free from accidental or malicious alteration or destruction. (Chapter 545)

Interagency Committee

A committee that includes representatives from another Federal agency. (Chapter 105)

Interagency Reporting

A report form that has a reporting requirement to a Federal department or agency from one or more other Federal departments or agencies. (Chapter 506)

Interagency Selection Board

Interagency board that makes recommendations to the President upon reviewing Senior Foreign Service employees nominated by the foreign affairs agencies for Presidential awards. (Chapter 422)

Interested Party Messages

A method of transmitting telegrams when the Agency has indirect interest in the subject matter. This method is most commonly used to provide assistance to private individuals or companies overseas. In most cases, the Agency rarely initiates this type of telegram. (Chapter 549)

Intergovernmental Personnel Act assignments

Assignments/details to or from state and local governments, institutions of higher education, Indian tribal governments and other eligible organizations which are intended to facilitate cooperation between the Federal Government and the non-Federal entity through the temporary assignment of skilled personnel. These assignments allow civilian employees of Federal agencies to serve with eligible non-Federal organization for a limited period without loss of employee rights and benefits. Employees of State and local government, Indian tribal governments, institutions of higher education and other eligible organizations may serve in Federal agencies for similar periods. (Chapter 432)

inter-office door

An internal door that permits employee access in contiguous office space between bureaus or offices. (Chapter 562)

*Interim Evaluation

An evaluation of the performance of an employee covering a period of performance that is long enough to require written documentation of performance against an established performance plan and yet not long enough to be considered representative of the employee's performance for the entire annual rating cycle. (Chapter 462)

interim payment

Any payment that is not a advance payment or a delivery payment. These payments are contract financing payments for prompt payment purposes (i.e., not subject to the interest penalty provisions of the Prompt Payment Act). An interim payment is given to the contractor after some work has been done, whereas a advance payment is given to the contractor when the work for which the contractor is being paid has not been done. (Chapter 636)

Interim Performance Target

A target value which applies to a time period less than the overall time period related to the respective performance indicator and performance target. (Chapters 201, 202, 203)

Interim Updates

Interim Updates are temporary, mandatory guidance that will either be (1) incorporated into the appropriate Automated Directives System (ADS) chapter or reference or (2) expire on a specified date. Interim updates are issued as Policy Notices, Policy Cables, or Administrator memoranda. This guidance is cleared through the ADS clearance process and distributed Agency-wide via e-mail. (Chapter 501)

Intermediate

Any film copy, other than a camera original, intended for use only in making duplicates, such as a color internegative, a duplicate positive, or a duplicate negative. (Chapter 502)

Intermediate Credit Institution (ICI)

A host country lending institution which receives USAID funds to use to purchase commodities or to make loans to residents of that country, normally in local currency. (Chapter 316)

Intermediate Customer

Persons of every age, gender, and level of physical and/or mental ability or organizations, internal or external to USAID, that use USAID services, products, or resources to serve indirectly or directly the needs of the ultimate customers. (Chapters 201, 202, 203)

Intermediate Result

A key result which must occur in order to achieve a strategic objective. (Chapters 201, 202, 203)

Intermittent employment

Employment where there has not been established in advance a regular work schedule and where compensation is based on a "When Actually Employed" (WAE) basis. (Chapter 499)

The non-full-time employment of an individual serving under a competitive or excepted service appointment in tenure group I or II without a regularly scheduled tour of duty. (Chapter 413)

Intermittent Leave or Leave Taken Intermittently

Leave taken in separate blocks of time, rather than for one continuous period of time, and may include leave periods of one hour to several weeks. (Chapter 481)

Intermodal Transportation

A system of transportation using containers with common handling characteristics, which allows for efficient handling by different types of carriers. For example, a container that can be attached to a truck bed and/or railcar and subsequently be loaded onto a ship dock for ocean transportation. (Chapter 314)

Intern Investment Program (IIP)

An internship program designed for college sophomores to prepare them for application to the IDI program. (Chapter 468)

Internal Committee

A committee comprised solely of USAID employees. (Chapter 105)

internal control

Steps taken to provide reasonable assurance that obligations and costs are in compliance with applicable law; funds, property, and other assets are safeguarded against waste, loss, unauthorized use, or misappropriation; and revenues and expenditures applicable to Agency operations are properly recorded and accounted for to permit the preparation of accounts and reliable financial and statistical reports and to maintain accountability over the assets. (Chapter 562)

Internally Required Report

A report required, prepared, and used within USAID. (Chapter 506)

International Cooperative Administrative Support Service (ICASS)

ICASS is a customer-driven, voluntary interagency system for managing and funding administrative support services abroad; gives posts the authority to determine how services are delivered at what cost and by whom; has customer service standards established by the post, with the service provider formally accountable to the customer; and incorporates a full cost recovery system through a no-year working capital fund. (Chapter 534)

International Development Intern (IDI) Program

A program of specialized and concentrated training for highly qualified entry-level professionals as they launch their Foreign Service careers with USAID. The IDI program provides potential career officers with the training and exposure needed for growth in USAID. The program normally lasts two years plus the time that may be necessary for language training. After completing the program, IDIs are conditionally

integrated into USAID's career service. They become full-fledged career employees when they make the transition from career candidate status to career status tenure, usually three to four years after commencing the IDI program and only based on the positive recommendation of the Tenure Board. (Chapters 459, 460, 468)

International Disaster Assistance (IDA) Account

Funding source for OFDA administered disaster responses, authorized in Sections 491-492 of the FAA. (Chapter 251)

International Organizations

Public International Organizations or International Commissions, identified by OPM after consultation with the Department of State, to which Federal employees may be detailed or transferred with reemployment rights to his/her agency following separation. It is the policy of the U. S. Government to assist international organizations to obtain well-qualified U. S. citizens to serve in their secretariats and technical assistance programs. (Chapter 432)

Internegative

A color negative duplicate made from a color positive and used for printing use-copies to protect the originals. (Chapter 502)

Internet

Internet consists of about 10,000 information networks of all kinds, encompassing approximately 1,000,000 computers that are linked together through common, open protocols, to form a vast global network of networks. It includes all kinds of diverse public and private networks, gateways, and backbones, in almost every country and region of the world - from Antarctica to Siberia, and Mongolia to Manitoba. Only the public telephone network exceeds it in terms of extent and connectivity. Selected USAID Policy and Essential Procedures are available on the Internet. (Chapter 549)

Interoperability Lab

A vehicle for testing software and hardware policy reliability and compatibility before full-scale implementation. (Chapter 544)

Intimidate, Threaten, or Coerce

The promise or attempt to confer or conferring any benefit, such as an appointment, promotion, or compensation, or effecting or threatening to effect any reprisal, such as deprivation of appointment, promotion, or compensation, or in any other way intimidate, threaten, or coerce. (Chapter 482)

Intra-Office Report

A report prepared by one or more organizational units within a USAID Bureau, Office, or Mission, at the request of another organizational unit within the same Bureau, Office, or Mission. (Chapter 506)

intrusion detection system (IDS)

An alarm system used to detect and signal unauthorized entry or attempted entry. (Chapter 562)

invention

Invention means any invention or discovery which is or may be patentable or otherwise protectable under Title 35 of the U.S. Code. (Chapter 318)

Inventory (for vital records purposes)

A survey of basic and indispensable records necessary for the operational continuity of selected USAID programs under unusual conditions. (Chapter 502)

Inventory is a physical count performed to determine the on hand quantity of an item or group of items. (Chapter 534)

investors

Investors eligible for the Housing Guaranty are as specified in 22 USC 2198, Section 238 (c), and include (1) U.S. citizens; (2) domestic U.S. corporations, partnerships, or associations substantially beneficially owned by U.S. citizens; (3) foreign corporations whose share capital is at least 95% owned by U.S. citizens; and (4) foreign partnerships or associations wholly owned by U.S. citizens. (Chapter 250)

Invitational Travel

Authorized travel of individuals either not employed or employed (under 5 U.S.C. 5703) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis and for individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official activities of the Government. Travel allowances authorized for such persons are the same as those normally authorized for employees in connection with TDY. Participant Training travel is not considered Invitational Travel. (Chapters 522, 523, 524)

Invoice Cost

Invoice cost is the total of the amount paid to the vendor, including related costs such as transportation or installation, if included on the vendor's initial invoice. (Chapter 534)

- J -

J-1 visa

The non-immigrant visa permitted by the Immigration and Naturalization Service (INS) for USAID-sponsored participants to use when traveling to the U.S. for training. The J-1 visa applies only to foreign nationals who are not also U.S. permanent residents. Green card holders and U.S. citizens are not eligible to receive J-1 visas and do not need such a visa for travel to the U.S. (Chapter 253)

Job Code

A six-digit code included in GAO notification letters that identifies and tracks a review in progress. This number is used until issuance of a final report number by GAO.

(Chapter 593)

Job Sharing

A form of part-time employment in which the schedules of two part-time employees are arranged to cover the duties of a single full-time position. Job sharers are subject to the same personnel rules as other part-time employees. (Chapter 413)

Joint Administrative Office (JAO)

An office, usually staffed by representatives of several agencies, that provides administrative support to all agencies represented at a diplomatic or consular post. A JAO is established upon authority from the agencies' headquarters in Washington and upon conclusion of a written agreement among the participating agencies. (FAM 06-0700) (Chapter 535)

joint issuances

Joint issuances are Uniform Foreign Affairs Regulations jointly developed by various foreign affairs agencies. (Chapter 501)

Joint Planning

A process by which an operating unit actively engages and consults with other relevant and interested USAID offices in an open and transparent manner. This may occur through participation on teams or through other forms of consultation. (Chapters 201, 202, 203)

key individuals

Of foreign governments entities, U.S. and non-U.S. entities are those officials located in a covered country who may be expected to principally control or benefit from assistance. (Chapter 206)

- K -

Key Words

Key Words are important terms used in an ADS chapter. Key Words are listed before policy and procedures in an ADS chapter. The definitions for Key Words are found in the Definitions section of an ADS chapter.

(Chapter 501)

- L -

Labor Organization

See 3 FAM 4412 (Chapter 486)

Last Revised Date

This is the date that an ADS chapter, Mandatory Reference, or Additional Help document was last revised, either editorially or substantively. This date will appear in

the upper right corner of each page in an ADS chapter. This date will appear at the top of the first page in a Mandatory Reference or Additional Help document. (Chapter 501)

Leasing

Is the act of entering into a contract by which one conveys real estate, equipment, or facilities for a specified term and for a specified rent, from one entity or person to another. (Chapter 527)

Least Developed Countries (LLDC's)

Those listed in the annual reports of the U.N. Conference on Trade and Development (UNCTAD) Secretariat and of the Chairman of the Development Assistance Committee (DAC) of the Organization for Economic Cooperation and Development (OECD). (Chapter 310)

Leave Donor

A federal employee whose application for transfer of annual leave from the employee's annual leave account to the annual leave account of an approved leave recipient has been approved. (Chapter 482)

Leave Recipient

A federal employee whose application to receive annual leave from the annual leave accounts of one or more leave donors has been approved by the appropriate approving official. Chapter 482)

Leave Repurchase

The "buy back" and re-accredit of leave used by an employee during a period of disability caused by an injury or occupational disease or illness after the employee's claim for compensation has been approved. (Chapter 442)

Leave Without Pay

An absence from duty in a nonpay status. Leave without pay may be taken only for those hours of duty comprising an employee's basic workweek. (Chapter 481)

Lesson Learned

The conclusions extracted from reviewing a development program or activity by participants, managers, customers or evaluators with implications for effectively addressing similar issues/problems in another setting. (Chapters 201, 202, 203, 540)

License Agreement

A revocable agreement that formalizes the terms of temporary occupancy of property without creating a leasehold right to occupy the property for a specified period of time. (FAM06-0700)(Chapter 535)

Life Cycle Cost

The total cost of acquiring, operating and maintaining equipment over its economic life, including its fuel costs, determined on the basis of a systematic evaluation and comparison of alternative investments in programs, as defined in Subpart A of 10 CFR 436. (Chapter 528)

Life-cycle Costs

This includes all estimated project costs associated with the procurement of: hardware, redundant hardware, spare parts, site preparation, installation, implementation, and equipment maintenance. (Chapter 548)

Life-cycle Costs for Commodities

Life-cycle costs include all estimated project costs associated with the planning, procurement, site preparation, installation, operations, maintenance, and retirement of IT resources. (Chapter 546)

Life Cycle of Records

Management concept that records pass through three stages: creation, maintenance and use, and disposition. (Chapter 502)

light armored vehicle (LAV)

LAVs are treated with ballistic resistant opaque and transparent armor materials to afford the occupants protection against handgun fire. (Chapters 562, 563)

Light Duty

The temporary or permanent assignment to productive duty of an employee partially disabled from a work-related injury or illness and unable to perform their regular duties. The employee's return to work must be recommended by an appropriate medical authority and the assigned tasks must be consistent with specified physical limitations. (Chapter 442)

Light Duty Vehicle

Means any motor vehicle whose gross vehicle weight is 8,500 pounds or less. (Chapter 536)

Light Truck

A motor vehicle on a truck chassis whose gross vehicle weight may be up to 8,500 pounds. (Chapter 536)

Limited Career Extension

Appointment extensions, in accordance with Section 607(b) of the Foreign Service Act, to career Senior Foreign Service employees who have reached their maximum Time-in-Class. Members of the Service serving under such limited career extensions continue to be career members of the Service (see Chapter 440 TIME-IN-CLASS AND LIMITED CAREER EXTENSIONS). (Chapter 422)

Limited Scope Grant Agreement

The Limited Scope Grant Agreement (LSGA) is similar to the Strategic Objective Agreement but is shorter in length. It is used for obligating funds for a small activity or intervention; e.g., participant training or PD&S. Model agreements, including the LSGA, can be found in the Series 300 directives. (Chapters 201, 202, 203)

Liner Shipment

Shipment by a "liner" vessel which operates on published sailing and arrival dates between named ports. (Chapter 314)

Lists of Parties Excluded from Federal Procurement or Nonprocurement Programs

A list consisting of two sections, Parties Excluded From Procurement Programs and Parties Excluded From Non-Procurement Programs. The first section lists persons (individuals and entities) that are excluded government wide from Federal procurement and/or sales programs because of debarment, suspension, or proposed debarment under the procedures of FAR Subpart 9.4. The second section lists persons (individuals and entities) excluded from certain types of Federal financial and nonfinancial assistance and benefits. (Chapter 313)

Living Quarters Allowance (LQA)

An allowance intended to cover the average costs of rent and utilities incurred by American citizen civilian employees living in a foreign area by reason of employment with the U.S. Government. The LQA is available if Government quarters are not provided. The amount of the allowance varies by post, employee grade/rank, and size of family. See Standardized Regulations, Section 130. (FAM06-0700) See STR 130; 3 FAM 3230 (Chapters 477, 535)

Loan Loss Rate

The total principal on loans written off as uncollectible during a particular reporting period, as a percentage of the average unpaid balance on outstanding loans over the same reporting period. In the context of this guidance, all loans past due one year or more must be written off as uncollectible; institutions may set stricter standards. (Chapter 219)

local commuting area

The geographic area that usually constitutes one area for employment purposes. It includes any population center (or two or more neighboring ones) and the surrounding localities in which people live and can reasonably be expected to travel to their place of employment on a daily basis. (Chapter 452)

Local Compensation Plan (LCP)

Each post's official system of FSN pay, consisting of the local salary schedule, which includes salary rates, statements and authorizing benefits payments, premium pay rates, and other pertinent aspects of the FSN employee compensation. (Chapter 495)

local country (See also host country and cooperating country)
The country to which assistance is being provided.(Chapter 305)

local government

Any unit of local government within a state, including a county, borough, municipality, city, town, township, parish, local public authority, special district, school district, intrastate district, council of governments or other instrumentality of local government. (Chapter 591)

Local Procurement

The use of appropriated funds to finance the procurement of goods or services from businesses, dealers, or producers in the host country, with payment normally being made in the currency of the host country. (Chapter 311)

Log Book

a) A step-by-step written record of the activities of making a motion picture/video. Separate logs are usually kept for camera and sound recording activities; and b) a listing, usually in chronological order, of still photographs. (Chapter 502)

Long-Term Lease

A single lease of more than 180 days, or repetitive or intermittent leases under a single activity within a one-year period totaling more than 180 days, for the same type of commodity. (Chapter 310)

A real property lease for ten years or longer. It also includes any lease which was subsequently renewed for a period less than ten years in which the original lease was a long-term lease. (Chapter 535) (FAM06-0700)

A single lease of more than 180 days, or repetitive or intermittent leases under a single activity or program within a one-year period totaling more than 180 days. (Chapter 536)

Lunch Break

The lunch break is in addition to the daily work requirement. For USAID/W employees, the lunch break is 45 minutes. For overseas missions, the lunch break is established in coordination with officials at post. Lunch breaks are unpaid time. (Chapter 479)

- M -

M/AS

The Bureau for Management, Office of Administrative Services (M/AS).

M/AS/IRD

Bureau of Management, Office of Administrative Services, Information Records Division.

Mail Management Operations

The USAID Mail Operation consisting of the Central Mail Facility in the State Department building and the satellite Mail Centers in various off-site locations. (Chapter 513)

Mail Stops

4-digit zip codes assigned to all USAID/W Offices to identify mail delivery locations. (Chapter 513)

maintain

Includes collecting, updating, use or disseminating information. (Chapters 508, 509)

Maintenance

Activities undertaken to assure that equipment and energy-using systems operate effectively and efficiently. (Chapter 528)

Maintenance And Repair (M&R)

See Routine M&R and Special M&R. (Chapter 535)(FAM06-0700)

Maintenance of Records

All operations incidental to the upkeep of an organized filing system. (Chapter 502)

Manageable Interest

See Responsibility (Chapters 201, 202, 203)

Management

A recommendation that could result in funds being used more efficiently. The recommendation may include: (a) savings from such items as reprogramming or recapture of unliquidated obligations; (b) more efficient contract negotiations; and (c) reductions or eliminations of payments, costs, or expenses that would be incurred by the Agency. This type of finding is also referred to as a recommendation that funds be put to better use. (Chapter 592)

management accountability

The expectation that managers are responsible for the quality and timeliness of program performance, increasing productivity, controlling costs and mitigating adverse aspects of Agency operations, and assuring that problems are managed with integrity and in compliance with applicable law. (Chapter 596)

management accountability official

The employee within each assessable unit who is responsible for coordinating all of the management control activities within that unit, i.e. guidance, assessments, and reporting. (Chapter 596)

management action official (MAO)

The USAID employee assigned specific responsibility for responding to recommendations from audits and ensuring that corrective action is completed. (Chapters 593,596)

The USAID employee assigned specific responsibility for responding to recommendations from financial audits and ensuring that corrective action is completed. For financial audits, generally the contract/grant officer. (Chapter 591)

Management Contract

The management contract consists of the strategic plan (including a strategic objectives and supporting results frameworks) together with official record of the guidance emerging from the review of the plan. The management contract provides: a summary of agreements on a set of strategic and other objectives; confirmation of estimated resources over the strategy period; delegations of authority; and an overview of any special management concerns. (Chapters 201, 202, 203)

Management Control Review Committee (MCRC)

A group of senior USAID officials who provide oversight for the Agency's management control program, including the identification, correction and reporting on management control deficiencies. (Chapters 591, 592, 596)

Management Control Standards

Standards for internal control in the federal government issued by the General Accounting Office. (Chapter 596)

management controls

The organization, policies, and procedures used to reasonably ensure that (a) programs achieve their intended results; (b) resources are used in accordance with the agency's mission; (c) programs and resources are protected from waste, fraud, and mismanagement; (d) laws and regulations are followed; and (e) reliable and timely information is obtained, maintained, reported and used for decision making. (Chapters 592, 596)

management decision

The final decision by the contract/grant/agreement officer concerning the response to findings and recommendations contained in audit reports, including the appropriate corrective actions or a determination that no action is necessary. The management decision may be synonymous with resolution and/or final action. (See definitions of Final Action and Resolution). (Chapters 591, 592)

Management Official

The individual who has authority to approve a recurring Telecommuting arrangement. (Chapter 405)

Management Representation Letter

Letter signed by the cognizant management official which confirms the answers to essential audit questions. The letter is prepared by management to the auditor and confirms in writing essential oral statements made by the auditee to the auditor. (Chapter 592)

Manager

A manager directs the work of an organization, is held accountable for the success of specific line or staff programs, monitors the progress of the organization toward goals and periodically makes adjustments. (Chapter 413)

Mandatory References

Mandatory References are outside regulations or other mandatory material not created in Automated Directives System (ADS) format. These references are cited and hyperlinked in ADS chapters. These references contain required policy and/or procedures. (Chapter 501)

a. External Mandatory Reference

External Mandatory References are relevant Federal statutes, Executive Orders, and other external regulations (e.g., USAID-specific regulations, Uniform Foreign Affairs Regulations, and some U.S. Government-wide regulations). (Chapter 501)

b. Internal Mandatory Reference

An Internal Mandatory Reference is a document created within the Agency that contains policy and procedures that supplement an Automated Directives System (ADS) chapter. Adherence to this document is required, but does not need to be created in the ADS standard format. However, there is required technical formatting for internally created mandatory references. (Chapter 501)

*Mandatory Retirement Based on Relative Performance

When three Performance Standards Boards within a five year period find that a career employee has not met the standards of performance established for his/her class (Section 608, Foreign Service Act of 1980, as amended), the employee is involuntarily retired based on performance. (Chapter 463)

Market Test

The principle that the value that people attach to any goods or services provided to them must be at least equal to the amount they are willing to pay for those goods or services. (Chapter 219)

marking

The physical act of indicating on national security information the proper classification levels, the classification authority, the Agency and office of origin, declassification and downgrading instructions, and special markings which limit the use of the classified information. (Chapters 562, 568)

Master Positive

A positive print made from the original negative film and used to prepare duplicate negatives. (Chapter 502)

material weakness

A deficiency that is determined to be of such significance that it should be reported to the next management level. Generally such a weakness would a) significantly impair the organization's ability to achieve its objectives; b) result in the use of resources in a way that is inconsistent with Agency mission; c) violate statutory or regulatory requirements; d) result in a significant lack of safeguards against waste, loss, unauthorized use or misappropriation of funds, property, or other assets; e) impair the ability to obtain, maintain, report and use reliable and timely information for decision making; or f) permit improper ethical conduct or a conflict of interest. (Chapter 596)

Measure of Performance

A scale against which the fulfillment of a requirement can be measured. (Chapter 528)

Measurement Sensitive Data

Data whose meaning or application depends substantially on some measured quantity (Chapter 505)

Measures

Actions, procedures, devices or other means for effecting energy efficient changes in general operations which can be applied by Federal agencies. (Chapter 528)

Medevac Insurance

Insurance to cover the cost of medical evacuation of USAID contractors and their dependents, applicable to all U.S. citizens, U.S. permanent resident aliens, and third country nationals. Cooperating country nationals are not eligible. (Chapter 322)

Median

The middle value in a distribution. As applied e.g. to the loan portfolio of a microfinance institution, calculated by arranging its loans from smallest to largest and observing the value of the loan in the middle of that distribution. (Chapter 219)

Medical Emergency

A medical condition of an employee or a family likely to require the employee's prolonged absence from duty and to result in a substantial loss of income to the employee because of the unavailability of paid leave. (Chapter 482)

Medical Personnel

Definition is located in 3 FAM 695 3-3. (Chapter 408)

Medium (Media)

The physical form of recorded information. Includes paper, film, disk, magnetic tape and other materials on which information can be recorded. (Chapter 502)

medium mission

Medium missions conduct USAID's major programs within two to three strategic goal areas and are managed by a technical/program management staff. Typically, a medium mission consists of five to eight USDH and tends to rely on regional hubs, full missions, or USAID/W for program and PDO support and on ICASS or regional hubs for administrative support. (Chapter 102)

Member of the Foreign Service

Definitions for terms in this chapter are located in 3 FAM 2430 (Chapter 435)

Memorandum or Letter of Understanding

A memorandum of understanding or letter of understanding (not used for obligating funds) sets forth the understandings of the parties regarding the objective, results to be achieved and the respective roles and responsibilities of each party in contributing toward the achievement of a given result or objective. It is particularly useful when USAID wishes to obligate through individual grants and contracts, without host government participation in those actions, but still wishes to make the host government a partner in writing to the program or activity and each party's obligations. It specifically provides for USAID implementation in the manner noted above. (Chapters 201, 202, 203)

Meritorious Service Award

Presidential award for sustained superior accomplishment which carries a payment of up to \$10,000. (Chapter 422)

Message Reference Number (MRN)

Cite telegrams using the MRN, which is the official REFERENCE number assigned by the Communications Center. NUMBER It appears following the classification beneath the last (MRN) addressee and consists of the originator's name and organization (not abbreviated), followed by a multi-digit number (i.e., STATE 123456; BONN 3597). (Chapter 549)

Meta Data

Information about data (data about data) that is stored in computer systems. (Chapter 551)

Metric Executive

The USAID Metric Executive is Mr. James D. Murphy, Deputy Director for Policy, Evaluation, and Procurement Support, Office of Procurement (M/OP/OD), or in his absence, the designated Alternate Metric Executive. (Chapter 323)

Metric System

The International System of Units (SI), as interpreted or modified for use in the United States by the Secretary of Commerce. It is currently issued by the General Services Administration as Federal Standard 376B, dated January 27, 1993. (Chapter 323)

Microenterprise

A very small-scale, informally organized business activity undertaken by poor people; excludes crop production by convention. For USAID program purposes, the term is restricted to enterprises with 10 or fewer workers, including the microentrepreneur and any unpaid family workers. (Chapter 219)

Microenterprise Development

Any activity undertaken by donors, host-country governments, or non-government organizations to improve the lives of poor people by encouraging the formation of microenterprises and/or the improved performance of existing microenterprises. Also, the overall process of improvement in the performance of microenterprises. (Chapter 219)

Microentrepreneur

The owner-operator of a microenterprise. (Chapter 219)

Microfinance

The provision of financial services adapted to the needs of low income people such as microentrepreneurs, especially the provision of small loans, the acceptance of small savings deposits, and simple payments services needed by microentrepreneurs and other poor people. (Chapter 219)

Microfinance Development

A subset of micro-enterprise development efforts, Focusing on extending and strengthening micro-entrepreneurs' and other poor people's access to appropriate financial services. (Chapter 219)

Microfinance Institution Organization

An organization whose activities consist wholly or in significant part of the provision of financial services to microentrepreneurs. Abbreviated MFI or MFO. (Chapter 219)

Mid-Cycle Review

A mandatory progress review to be held by the Rating Official and employee at the mid-point in the appraisal period. (Chapter 462)

Military Post Facilities

A postal facility installed by the Department of Defense at one of its bases, domestically or overseas. (Chapter 513)

minimal additional expense

Minimal additional expense means that employee's personal use of government office equipment is limited to those situations where the government is already providing equipment or services and the employee's use of such equipment or services will not result in any additional expense to the government or the use will result in only normal wear and tear or the use of small amounts of electricity, ink, toner, or paper. Examples of minimal additional expenses include, making a few photocopies, using a computer printer to printout a few pages of material, making occasional brief personal phone calls (within Agency policy and 41 CFR 101-35.201), infrequently sending personal e-mail messages, or limited use of the Internet for personal reasons. (Chapter 541)

Minimize

is a telegram control procedure imposed during emergency conditions (i.e., local civil disorders; communications circuit failures; natural disasters) to reduce the volume of traffic not related to the emergency and to avoid overloading the communications facilities and personnel capabilities of the Department and the affected post(s). A current list of posts that are on Minimize is maintained at the Communications Center. To find out what is on Minimize call (202)712-5981. (Chapter 549)

Minimum Appraisal Period (Civil Service)

The minimum performance period that must be completed before a performance rating can be given. (Chapter 462)

Minimum Retirement Age

The earliest age an employee covered under a retirement system may retire. (Chapter 494)

Minor Donor

USAID is a minor donor to a multi-donor project when USAID does not control the planning or design of the multi-donor project and either; (i) USAID's total contribution to the project is both less than \$1,000,000 and less than 25 percent of the estimated project cost, or (ii) USAID's total contribution is more than \$1,000,000 but less than 25 percent of the estimated project cost and the environmental procedures of the donor in control of the planning or design of the project are followed, but only if the USAID Environmental Coordinator determines that such procedures are adequate. (Chapter 204)

Minor Improvements

Alterations to real property that will increase the value of the property or improve or change its utility, and that generally cost less than \$500,000. Some examples of this are room additions, paving (not repaving) for a parking area or road, and converting storage space to office or other use. (FAM06-0700)(Chapter 535)

minority owned bank

A bank that is owned at least 50 percent by minority group members.
(Chapter 636)

minority serving institutions

Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs) and Tribal Colleges and Universities (TCUs). (Chapter 321)

Miscellaneous Expense Allowance

A miscellaneous expense allowance for the purpose of defraying certain expenses associated with discontinuing a residence at one location and establishing a residence at the new location in connection with an authorized or approved permanent change of station. (Chapter 524)

Missing Status

An employee who is in active service and is officially determined to be absent in a status of - -

- a. missing;
- b. missing in action;
- c. interned in a foreign country;

This does not include the status of an employee for a period during which the employee is officially determined to be absent from duty post without permission. (Chapter 478)

Mission

The USAID Mission or representative in a cooperating country.
(Chapter 310)

Mobile Home Movement

Expenses for the movement of a mobile home for use as a residence when movement is authorized instead of shipment and temporary storage of household goods. (Chapter 524)

mobile radio

A two-way voice radio that is permanently installed in a vehicle.
(Chapter 562)

mobilization payment

Payments provided to a construction contractor or a supplier of specially constructed equipment to assist in meeting extraordinary start-up costs incurred to promptly perform under the contract (e.g., purchase of specialized equipment and shipment to the host country). The contractor is permitted to receive limited mobilization payments after expenditures are incurred for purchase of equipment, materials, etc., rather than having to wait for progress payments. (Chapter 636)

modal rating

The summary rating level assigned most frequently among the actual ratings of record. These ratings must be assigned under the summary level pattern that applies to the employee's position of record at the time of the RIF; they must be given within the same competitive area, or at the option of the Agency, within a larger subdivision of the Agency or Agency-wide; and they must be on record for the most recently completed appraisal period prior to the issuance of the RIF notices or the cutoff date after which no new ratings will be put on the record established by the Agency prior to issuance of RIF notices.

(Chapter 452)

mortgage

A claim on future resources, which have been authorized in the operating unit's management contract; the difference between the total authorized level of funding and the cumulative total amount of funds obligated to a particular strategic objective, intermediate result, or activity. (Chapter 602)

Motor Vehicle

Any vehicle powered by liquid fuel (such as gasoline or diesel fuel), an alternative fuel (such as ethanol, methanol, or natural gas) or electrical energy that is designed to operate on highways carrying passengers or cargo. (Chapter 536)

Motor Vehicles

Self-propelled vehicles with passenger carriage capacity, such as highway trucks, passenger cars and buses, motorcycles, scooters, motorized bicycles and utility vehicles. Excluded from this definition are industrial vehicles for materials handling and earthmoving, such as lift trucks, tractors, graders, scrapers, and off-highway trucks. (Chapter 312)

For USAID: a motor vehicle owned by the employee or a member of the employee's family who is authorized to travel to post, of a type used for private conveyance of passengers by land. (Chapters 522, 523, 524, and 525) (6 FAM-111.3)

multi-country mission

Multi-country missions are established to either administer USAID programs AND services involving several overseas countries, including an in-country program, or to only provide regional services to other overseas organizations. (Chapter 102)

- N -

National Archives and Records Administration (NARA)

The organization responsible for appraising, accessing, preserving and making available permanent records. (Chapter 502)

National Performance Review (NPR)

Led by Vice President Gore, the NPR is a review of the Federal Government to identify problems, offer solutions and ideas for savings. Part of the outcome of the initial review is the determination to reduce internal directives of the Federal government by 50%.

national security

The national defense or foreign relations of the United States.
(Chapter 562)

national security position

Any position which requires the incumbent to have access to classified information.
(Chapters 562, 566, 567)

Nationality

For purposes of USAID's procurement rules, nationality refers to the place of incorporation, ownership, citizenship, residence, etc. of suppliers of goods and services.
(Series 300)

need to know

A determination made by a possessor of classified information that a prospective recipient, in the interest of national security, has a requirement for access to, knowledge, or possession of the classified information in order to perform official duties. The determination is not made solely by virtue of an individual's office, position or security clearance level. (Chapters 562, 566, 567, 568)

Negative Film

Film in which the dark portions of the original image appear light and the light portions dark. Used as the master copy from which positive copies can be made. (Chapter 502)

Negotiated Rulemaking

A process of consensual rulemaking used by federal regulatory agencies, wherein external parties affected by the regulation participate in the rulemaking. (Chapter 105)

Net Space Measurement

Generally, all usable space within the interior walls of a building. (See FAM06-0723 Exhibits 723C and E, to be published at a later date.) (Chapter 535)(FAM06-0700)

Net Weight

Consists of actual effects plus cartons, barrels, fiber drums, crates and boxes, as well the necessary wrapping and cushioning material, used to pack fragile articles for shipment or storage. Fragile articles include clothing, linens, books, pictures, mirrors, lamp shades and bases, bric-a-brac, glassware, chinaware, and other articles which normally require preliminary packing before removal from the residence.
(Chapters 523, 524)

network

Any collection of systems and the connections between them. (Chapter 545)

New Appointees

Includes not only individuals when first appointed to Government service but also individuals appointed after a break in service except that employees separated as a result of reduction-in-force or transfer of function may be treated as transferees instead of new appointees. New appointees do not include individuals who transfer from one Federal Government personnel system to another Federal Government personnel system where there is no break in service. (Chapters 522, 523, 524, and 525) (6 FAM-111.3)

New Management Systems

The set of management software developed to support Agency functions in the areas of accounting, budgeting, planning, achieving, performance monitoring and evaluation, assistance and acquisition, human resource management and property management. (Chapters 201, 202, 203)

News Media Inquiries

Requests from members of the news media for statements, comments, publications, or other information regarding USAID and related activities and programs. (Chapter 559)

News Releases

Statements of policy, comments from USAID officers, data, or other information regarding USAID activities and programs provided to members of the news media for publication or for use in reporting on the activities of USAID and related topics. (Chapter 560)

News Summaries

News clippings from major newspapers and wire services related to foreign affairs and USAID. (Chapter 560)

NIACT/Immediate

Outgoing telegrams that are to be delivered immediately - any day or night. (Chapter 549)

non-Agency system

A system that does not meet the entire definition for an Agency system, e.g. privately owned systems and systems operated by other USG agencies, foreign governments and private industry. (Chapter 545)

Non-Career Candidate

Appointments are appropriate when the knowledge skills required for a particular program or project in AID Foreign Service cannot reasonably be provided by career employees. Appointments are limited to short-term, specific operational needs overseas, and may be of variable duration as established at the time of appointment not to exceed five years. (Chapter 412)

An employee hired for a time limited appointment that is not intended to lead to a full career with the Agency. (Chapter 468)

Non-Career employee

An employee hired for a time-limited appointment that requires skills linked to short-term USAID Foreign Service overseas staffing needs. (Chapter 415)

Non-Critical Element (Civil Service)

A work objective that, while sufficiently important to be documented on the AEF, would not result in an Unacceptable summary rating for the annual rating cycle if performance on this objective was unacceptable.
(Chapter 462)

Non-Discretionary Advisory Committee

An advisory committee mandated by Presidential directive or statute.
(Chapter 105)

Non-Duty Hours

The period when the majority of personnel are not at work (1700-0800 hours, Monday through Friday, plus weekends and holidays).
(Chapter 531)

Non-Expendable Personal Property

Property such as furniture, office machines, Automated Data Processing (ADP) equipment, and communications equipment which is: (1) complete in itself; (2) does not lose its identity or become a component part of another item when used; and (3) is of a durable nature with anticipated useful life of over 2 years. (Chapter 534)

non-federal auditor

A Certified Public Accountant (CPA) (or equivalent) operating as a sole practitioner, or a CPA (or equivalent) firm. (Chapter 591)

Non-Financial Assistance

In the context of microenterprise development, any effort undertaken to improve the performance of individual microenterprises or of microenterprises as a group other than through microfinance. Includes, but is not restricted to training of individual microentrepreneurs; efforts to link microenterprises with suppliers or markets for their output; the development and extension of technologies for use by microentrepreneurs; and lobbying efforts for improvements in policies and/or institutions affecting microenterprises. (Chapter 219)

Non-Government Funded Calls

Personal calls that must be made during working hours. (Chapter 549)

Non-Governmental Organization (NGO)

Any non-governmental organization or entity, whether non-profit or profit-making, receiving or providing USAID-funded assistance under an assistance instrument or contract. (Chapter 206)

non-profit organization

Any corporation, trust, association, cooperative or other organization that is operated primarily for service, charitable, scientific, educational or other similar purposes; is not organized for profit; and uses its net proceeds to maintain, improve and/or expand its operations. (Chapter 591)

Non-Record Material

U.S. Government-owned informational materials excluded from legal definition of records; documentation/correspondence that does not document USAID's policies, procedures, practices or operations. Includes extra copies of documents kept only for convenience or reference, stocks of publications of processed documents, and library or museum materials intended solely for reference or exhibition. (Chapter 502)

non-reimbursable details

Temporary loan of an employee from one Agency or body to another when employee's salary or benefits are not paid by the borrowing entity. (Chapter 432)

non-returnee

Non-returnees are U.S. participants provided with a J-1 visa, who do not return to their home organizations by the established return for work date set in the Stakeholder Compact and Conditions of Training form (Form AID 1318-6). Green card holders and U.S. citizen's participants are not bound by legal requirements to return to a country outside the U.S. (Chapter 253)

Non-Returnee Report

The report required of sponsoring units, their contractors or grantee/cooperative agreement partners monitoring participants when a U.S.-trained participant on a J-1 visa is identified as a non-returnee. (Chapter 253)

non-sensitive information

Any information that need not be safeguarded against disclosure, but must be safeguarded against tampering, destruction, or loss due to record value, utility, replacement cost or susceptibility to fraud, waste, or abuse (source: DOD 5200.28 / NISTIR 4659). Examples of non-sensitive information are: Travel of the Administrator or Deputy Administrator and all other employees to or through a medium or low terrorist threat environment; and information, the disclosure of which, does not adversely affect the conduct of Federal programs or the privacy to which individuals are entitled (i.e., the information is so public it might appear in the newspaper). (Chapter 545)

Non-Sensitive Position

Any position in USAID that does not fall within the definition of a sensitive position (special-sensitive position, critical-sensitive position, or noncritical-sensitive position). (Chapters 562, 566, 567)

Non-Temporary Storage/Continuous Storage

Allowable expenses for continuous storage of household goods belonging to Agency employees. (Chapters 523, 524, 525)

noteholder

A "noteholder" may be the initial investor, or subsequent eligible investor(s), which purchase the promissory note(s) associated with a Housing Guaranty borrowing. Promissory notes are transferable to new eligible investors (noteholders) over the life of the Housing Guaranty loan. Any changes of ownership of promissory note(s) are reflected in a register maintained for that purpose by the designated Paying and Transfer Agent. (Chapter 250)

Notice Period

The initial period stipulated in the original notice issued to employees which tells the period of time that they will be carried on the rolls of the Agency prior to their separation or furlough. (Chapter 453)

Notification Letter

A letter from GAO that announces a new review. The letter normally includes a brief description of the review intent and scope, the Congressional origin, GAO contact information, the job code, and fieldwork destinations if known. (Chapter 593)

Notwithstanding Clause

The exclusionary clause in the IDA legislation which allows USAID to use IDA funds for disaster relief, rehabilitations and reconstruction notwithstanding any other provision of law. This clause permits USAID to use expedited processes in the provision of assistance to disaster victims. (See Supplementary References, FAA, Chapter 9, Section 491). (Chapter 251)

- O -

Obligating Official

USAID officials with the delegated authority to sign obligating documents. This includes the authority to negotiate, execute, amend, and administer agreements obligating USAID funds. (Chapter 603)

*Obligation

In the event of a strategic objective agreement with a host country government, that agreement is normally the obligating agreement (unless a non-obligating MOU is used) and all grants to and contracts with private entities thereunder are sub-obligating agreements. If there is no strategic objective agreement, whether or not a non-

obligating MOU is used, all grants to and contracts with private entities become obligating agreements. (Chapters 201, 202, 203)

A term of appropriations law that means some action that creates a definite commitment which creates a legal liability of the Government for the payment of funds for specific goods or services ordered or received. It includes a range of transactions – e.g., contracts, grants, loans, guarantees, wages and travel. (Chapter 621)

***Obligation Manager**

The individual responsible for managing a specific obligation. The obligation manager may be the cognizant technical officer, activity manager, strategic objective team leader, executive officer or others. (Chapters 603 and 621)

***Obligating Official**

USAID officials with the delegated authority to sign obligating documents. This includes the authority to negotiate, execute, amend and administer agreements obligating USAID funds. The obligating official may be an agreement officer, contracting officer, executive officer, assistant administrator, deputy assistant administrator or others. (Chapter 621)

observation tours

Scheduled visits to one or more facilities to learn a process, method, or system through observation and discussion. Observation training emphasizes the acquisition of development ideas, approaches, and values. Participant teams with homogeneous interests and levels of responsibility are often suited for observational training. (Chapter 253)

Occupant Emergency Plan (OEP)

A detailed evacuation program that identifies procedures to be used and identifies building participants to assist in the orderly evacuation of a building during an emergency. (Chapter 529)

Occupational Disease or Illness

A condition produced in the work environment over a period longer than one workday or shift by such factors as systemic infection; repeated stress or strain, or exposure to hazardous elements such as, but not limited to, toxins, poisons, fumes, noise, particulate or radiation, or other continuing conditions of the work environment. (Chapter 442)

office

An organization element within a bureau, or mission; a Level II or below organization. An office is responsible for the conduct or management of a program and/or activities that constitute the Line function of an organization. (Chapter 102)

office heads

For the purposes of ADS chapter 501, office heads are Assistant Administrators (AAs), Deputy Assistant Administrator (DAA), Directors, and Division Chiefs. (Chapter 501)

Official File Copy

The official file copy of an outgoing letter or memorandum is the Agency record copy that bears the name and signature or initials of the drafting, clearing, and signing officers. (Chapter 503)

Official Parking

Parking spaces reserved for Government-owned or Government-leased vehicles. (Chapter 514)

official position

The actual position/position description to which an employee is assigned in the Agency. (Chapter 452)

Official Records

Official records are documentary materials (files) regardless of their physical form or characteristics, that are made or received either in pursuance of Federal law or in connection with the transaction of public business. (Chapter 502)

Official Residence Expenses

See STR 400; 3 FAM 3250 (Chapter 477)

Official Residences (State Only)

Residences occupied by Ambassadors, Deputy Chiefs of Mission, Consuls General (when Principal Officers), and U.S. Representatives to U.N. Agencies abroad (when Principal Officers). (Chapter 535)(FAM06-0700)

Official Superior

An employee designated to carry out FECA responsibilities vested in the Agency. (Chapter 442)

Official Use

An executive agency employee use a motor vehicle owned or leased by the Government to perform the agency's missions, as authorized by agency head or designee. Official use excludes using such a vehicle for your personal purposes, comfort, or a benefit. (See FPMR 101-38.300. and Business Purposes above.) (Chapter 536)

on-the-job training

Instruction in a specific task or skill via mentoring by a practitioner, using explanations, demonstration, practice, and feedback. On-the-job training may be combined with academic or technical training to provide a practical experience component. (Chapter 253)

One-Time Report

A report prepared one time only by one or more respondents. (Chapter 506)

Open System

A system capable of communicating with other open systems by virtue of implementing common international standard protocols. An open system is not always accessible by all other open systems. This isolation is either provided by physical separation or by technical capabilities based upon computer and communications security. (Chapter 544)

Operating Expense Budget

The Agency's Congressional appropriated funds for administrative support expenditures for a specified fiscal year.(Chapter 527)

Operating Unit

USAID field mission or USAID/W office or higher level organizational unit which expends program funds to achieve a strategic objective, strategic support objective, or special objective, and which has a clearly defined set of responsibilities focused on the development and execution of a strategic plan. (Chapters 201, 202, 203, 204)

Operating Unit Goal

A higher level development result to which an operating unit contributes, but which lies beyond the unit's level of responsibility. An operating unit goal is a longer term development result that represents the reason for achieving one or more objectives in an operating unit strategic plan. An operating unit goal may be identical to an Agency goal, but is normally distinguished from it in several key ways. An Agency goal is a long-term general development objective, in a specific strategic sector, that USAID works toward, and represents the contribution of Agency programs working in that sector. An operating unit goal is optional and represents a long-term result in a specific country or program to which an operating unit's programs contribute, and may cross sector boundaries. (Chapters 201, 202, 203)

Operational Costs

That portion of a program's costs that cover personnel and other administrative costs, depreciation of fixed assets, and loan losses. (Chapter 219)

Operational Efficiency

The extent to which an organization succeeds in minimizing its operational costs, given the target population with which it is working. Measured by the ratio of the organization's operational costs to the average value of its outstanding portfolio. (Chapter 219)

Operational Self-Sufficiency

A situation in which an organization generates sufficient revenues from clients to cover all of its operational costs. (Chapter 219)

Operational Units

USAID missions and organizations at the office level or above that expend program funds to achieve strategic objectives.

Opportunity Costs

In general, the value of a given set of resources in their best alternative use. As applied to a micro-enterprise development program, refers to the market value of the resources used to carry out that program. In particular, calculating the opportunity costs of a program requires that any funds or other resources received in the form of grants or low-interest loans be evaluated according to what the institution would have had to pay for those funds had it raised them in private financial markets. (Chapter 219)

Opportunity Period (Civil Service)

The period during which an employee is given a reasonable time to demonstrate acceptable performance, where the performance had been determined to be unacceptable. (Chapter 462)

Optional Form

A form developed by a Federal agency for use in two or more agencies and approved by GSA for non-mandatory Government-wide use. (Chapter 505)

Oral Admonishment

The least severe disciplinary action, consisting of an oral warning advising the employee that personal conduct in a particular situation has failed to meet Agency standards. (Chapter 487)

Organization

An official, identifiable work unit within USAID that is recognized by a unique title, abbreviation, and code number. (Chapter 102)

Organization Change

Any action which in any way alters the scope, structure, title, and/or purpose of an existing organization. (Chapter 102)

Organization Unit

An official, identifiable work unit within USAID that is recognized by a unique title, abbreviation, and code number. (Chapter 102)

organization-wide audit

An audit of both the financial statement and federal awards most often performed by the organization's independent auditor. The financial statement audit is performed in accordance with Generally Accepted Auditing Standards (GAAS) and Government Auditing Standards (GAS) and results in reports on the financial statements, compliance and internal control structure. The audit of federal awards incorporates GAAS and GAS and expands on certain testing and reporting requirements, such as

compliance with laws and regulations applicable to federal awards and on the internal control structure over federal awards.
(Chapter 591)

Origin

The country where a commodity is mined, grown or produced. A commodity is produced when, through manufacturing, processing, or substantial and major assembling of components, a commercially recognized new commodity results that is significantly different in basic characteristics or in purpose or utility from its components.
(Chapters 310, 312)

original classification

An initial determination that information requires, in the interest of national security, protection against unauthorized disclosure. (Chapters 562, 568)

original classification authority

An individual authorized in writing, either by the President, or by agency heads or other officials designated by the President, to classify information in the first instance.
(Chapters 562, 566, 568)

Origination Date

This is the date that an ADS chapter, Mandatory Reference, or Additional Help document was created. The date will appear in the appropriate ADS chapter Effective and Certification file. (Chapter 501)

Other Authorized Use

Transportation of U.S. Government employees, including those under personal services contracts, and their dependents, for other than business purposes when authorized because public transportation is unsafe or not available or because such use is advantageous to the U.S. Government. (6 FAM 228.2-2) (Chapter 536)

*Outlays

Outlays are the payments that liquidate obligations (other than repayment of debt). (FASAB) and are the measure of Government spending for budget purposes. (JFMIP)
(Chapter 631)

outlays or expenditures

Charges made under a contract, other type of procurement arrangement, or work under a grant or cooperative agreement. Generally made on a cash basis, outlays are the sum of cash disbursements for direct charges for goods and services, the amount of indirect expense charged, the value of third party in-kind contributions applied and the amount of cash advances and payments made to sub-recipients. (Chapter 636)

Output

The product of a specific action, e.g., number of people trained, number of vaccinations administered. (Chapters 201, 202, 203)

Outtake

Any shot removed from a motion picture film or video during editing.
(Chapter 502)

Overall Plan

Comprehensive agency plan for conserving fuel and energy in all operations, to include both the Buildings Plan developed pursuant to subpart C of this part and the General Operations Plan. (Chapter 528)

Overview

The Overview is the first section of an Automated Directives System (ADS) chapter. It introduces the chapter and may include a brief purpose, overview, objective, and applicability. (Chapter 501)

Overview of the Reporting Entity

A narrative discussion and analysis of the financial condition and results of operation of the reporting entity, which presents information based on the results of an analysis of relevant financial and performance data of the organization's programs, activities and funds. (Chapter 594)

- P -

Paper Review Committee (PRC)

Technically competent decision-making group gathered from the Agency's ranks, somewhat of the same makeup as the TRC and the FSC. Members of the PRC must be of the same technical and positional background as the applicant. PRC members shall also be represented on the TRC. (Chapter 468)

parallel team

A team that exists concurrently with the existing organization structure. Examples include a Strategic Objective (SO) Team that exists alongside technical offices and a team established for a special task with cross-cutting membership drawn from existing offices. (See also aligned team) (Chapter 102)

Parameter

A given framework or condition within which decision making takes place (i.e. Agency goals, earmarks, legislation, etc). (Chapters 201, 202, 203)

Parent

A biological parent or an individual who stands or stood in loco parentis to an employee when the employee was a son or daughter. This term does not include parents "in law." (Chapter 481)

Parity

A comparison between current cost of production and price received for an agricultural commodity and a similar ratio of costs and prices from the reference years of 1910-1914. (Chapter 312)

Parking Committee

Officials of representative agencies (State, USAID, Arms Control and Disarmament (ACDA)) sharing space, selected to review, approve, and/or adjudicate vanpool/carpool applications for parking in the Main State building garage and the Potomac Annex lot. (Chapter 514)

Parking Space

The area allocated in a parking facility for the temporary storage of one passenger-carrying motor vehicle. (Chapter 514)

Part-time career employment

The employment of an individual serving under an excepted or competitive service appointment in tenure group I or II under a part-time work schedule of 16-32 hours per week. (Chapter 413)

Part-Time Employment

Employment of 16 to 32 hours per week where there has been established in advance a regular and specific tour of duty on two or more days of each administrative workweek. (Chapter 499)

Partial Disability

An employee is unable to return to regular duty but is not totally disabled. (Chapter 442)

partial payment

Payment made for goods actually delivered or services actually rendered, when such goods or services represent complete performance of an identifiable part of the total fixed-price contract or other procurement arrangement. (Chapter 636)

participant

Host Country residents or national taking part under USAID sponsorship in a structured learning activity conducted within the U.S. a third country, or in-country. U.S. Citizens and legal U.S. permanent residents sponsored for training are not subject to restrictions or requirements that apply to those trained as "participants" in ADS 253. (Chapter 253)

Participating Agency (PA)

A Federal agency providing technical assistance under a PASA or RSSA. (Chapter 306)

Participating Agency Service Agreements (PASA's)

Agreements between USAID and other Federal agencies for specific services or support tied to a specific activity goal to be performed within a definite time frame. (Chapter 306)

Participation

The active engagement of partners and customers in sharing ideas, committing time and resources, making decisions, and taking action to bring about a desired development objective. (Chapters 101, 201, 202, 203)

Particularly Suitable

The proposed Participating Agency has a clear and substantial superiority to other sources, both private and public, in providing the required technical assistance. (Chapter 306)

partner

An organization, individual, or customer representative with which/whom the Agency collaborates to achieve mutually agreed upon objectives and intermediate results, and to secure customer participation. Partners include: host country governments, private voluntary organizations, indigenous and international non-governmental organizations, universities, other U.S. government agencies, United Nation and other multilateral organizations, professional and business associations, and private businesses/individuals. (Chapter 101, 102, 201, 202, 203)

An organization or customer representative with which/whom USAID works cooperatively to achieve mutually agreed upon objectives and intermediate results, and to secure customer participation. Partners include: private voluntary organizations, indigenous and other international non-government organizations, universities, other USG agencies, U.N. and other multilateral organizations, professional and business associations, private businesses (as for example under the U.S.-Asia Environmental Partnership), and host country governments at all levels. (Chapters 101, 201, 202, 203)

A general term normally referring to grantees or cooperative agreement agents funded by a sponsoring unit. (Chapter 253)

Partner Representative

An individual that represents an organization with which USAID works cooperatively to achieve mutually agreed upon objectives. (Chapters 201, 202, 203)

Partnership

An association between USAID, its partners and customers based on mutual respect, complementary strengths, and shared commitment to achieve mutually agreed upon objectives. (Chapters 101, 102, 201, 202, 203)

Party

(See 3 FAM 4412) (Chapter 486)

PASA (FC) Personnel

PA employees who have been appointed as non-career foreign services officers and are "assigned" overseas under a PASA for a year or more. (Chapter 306)

Passenger Automobile

A sedan or station wagon for the purpose of transporting passengers. (Chapter 536)

Passenger Motor Vehicle

Any motor vehicle designed primarily to transport people. Included are sedans, station wagons, vans and utility vehicles with two or more rows of seat and buses. Not included are vehicles specifically designed for a purpose other than carrying passengers, such as cargo vans, pick-up trucks, and ambulances. (Chapter 536)

Patient

A person who is interviewed, examined, diagnosed, treated, or rehabilitated in connection with any alcohol or drug abuse prevention function. (Chapter 408)

Pay and Allowances

Basic pay (salary fixed by law or administrative action (SF-50)), special pay (regularly scheduled overtime, standby pay, post differential, danger pay), incentive pay (language pay, special incentive differential), basic allowances for quarters and subsistence, including if applicable, separate maintenance allowance, and post allowance for not more than ninety days. (Chapter 478)

paying and transfer agent

The functions of Paying and Transfer Agent, in connection with a Housing Guaranty borrowing, are performed by the corporate trust department of a commercial bank designated by USAID. Functions of the Paying and Transfer Agent include (1) disbursement of the initial proceeds of Housing Guaranty loans; (2) billing and collecting payments of Interest, Principal and fees, as scheduled in Housing Guaranty loan documents; (3) maintaining and updating a registry of noteholders; and (4) effecting transfers of promissory notes between eligible investors (including issuing new replacement promissory note(s) for the new eligible investor (noteholder). (Chapter 250)

Payments During Evacuation/authorized Departure

See STR 600 (Chapter 477)

Per Diem Allowance

The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals, and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes and service charges where applicable for:

(a) Lodging. Includes expenses for overnight sleeping facilities, baths, personal use of the room during daytime, telephone access fee, and service charges for fans, air conditioners, heaters and fires furnished in the room when such charges are not included in the room rate. Lodging does not include accommodations on airplanes, trains, buses, or ships. Such cost is included in the transportation cost and is not considered a lodging expense.

(b) Meals. Expenses for breakfast, lunch, dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

(c) Incidental expenses

(1) Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or waitresses, cleaning and pressing and laundry servants in foreign countries;

(2) Wardrobe, cleaning and pressing and laundry; and

(3) Transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained at the TDY site and

(4) Mailing cost associated with vouchers and payment of Government sponsored charge card billings

(Chapters 522, 523, 524, and 525) (6 FAM-111.3)

Performance Audit

An objective and systematic examination of evidence for the purpose of providing an independent assessment of the performance of a government organization, program, activity, or function in order to provide information to improve public accountability and facilitate decision-making by parties with responsibility to oversee or initiate corrective action. (Chapter 592)

*Performance Awards

An award, ranging from 5 to 20 percent of basic salary, granted by an appointing authority to an SES career appointee who has at least a fully successful performance rating, commonly referred to as a "bonus".

(Chapter 423)

Awards based on an employee's approved AEF for the rating cycle.

(Chapter 462)

Cash payments based on an employee's Annual Evaluation Form for the current rating cycle. (Chapter 463)

Performance Baseline

The value of a performance indicator at the beginning of a planning and/or performance period. A performance baseline is the point used for comparison when measuring progress toward a specific result or objective. Ideally, a performance baseline will be the value of a performance indicator just prior to the implementation of the activity or

activities identified as supporting the objective which the indicator is meant to measure. (Chapters 201, 202, 203)

Performance Evaluation File (PEF)

An evaluation file established for each foreign service officer as part of the employee's Official Personnel File. (Chapter 422)

performance indicator

A particular characteristic or dimension used to measure intended changes defined by an organizational unit's results framework. Performance indicators are used to observe progress and to measure actual results compared to expected results. Performance indicators serve to answer "how" or "whether" a unit is progressing towards its objective, rather than why/why not such progress is being made. Performance indicators are usually expressed in quantifiable terms, and should be objective and measurable (numeric values, percentages, scores and indices). Quantitative indicators are preferred in most cases, although in certain circumstances qualitative indicators are appropriate. (Chapters 201, 202, 203, 250)

Performance Information

The body of information and statistical data that directly relates to performance towards overall USAID goals and objectives, as well as operating unit strategic objectives, strategic support objectives and special objectives. Performance information is a product of formal performance monitoring systems, evaluative activities, customer assessments and surveys, Agency research and informal feedback from partners and customers. (Chapters 201, 202, 203)

*Performance Measure

Statement of expectations or requirements that demonstrate an employee's achievement of a given work objective. (Chapter 462)

Performance Measurement

A means of evaluating efficiency effectiveness, and results. A balanced performance measurement scorecard includes financial and nonfinancial measures focusing on quality, cycle time, and cost. Performance measurement should include program accomplishments in terms of outputs and outcomes.(Chapter 594)

Performance Monitoring

A process of collecting and analyzing data to measure the performance of a program, process, or activity against expected results. A defined set of indicators is constructed to regularly track the key aspects of performance. Performance reflects effectiveness in converting inputs to outputs, outcomes and impacts (i.e., results). (Chapters 201, 202, 203)

performance monitoring plan

A detailed plan for managing the collection of data in order to monitor performance. It identifies the indicators to be tracked; specifies the source, method of collection, and

schedule of collection for each piece of datum required; and assigns responsibility for collection to a specific office, team, or individual. a) At the Agency level, it is the plan for gathering data on Agency goals and objectives. b) At the Operating Unit level, the performance monitoring plan contains information for gathering data on the strategic objectives, intermediate results and critical assumptions included in an operating unit's results frameworks. (Chapters 201, 202, 203, 250)

Performance Monitoring System

An organized approach or process for systematically monitoring the performance of a program, process or activity towards its objectives over time. Performance monitoring systems at USAID consist of, inter alia: performance indicators, performance baselines and performance targets for all strategic objectives, strategic support objectives, special objectives and intermediate results presented in a results framework; means for tracking critical assumptions; performance monitoring plans to assist in managing the data collection process; and the regular collection of actual results data. (Chapters 201, 202, 203)

Performance Rating (Civil Service)

A written appraisal of performance compared to the performance measure(s) for each critical or non-critical element on which there has been an opportunity to perform for the minimum period. (Chapter 462)

Performance Ratings

The final (annual) rating of record given under an SES performance appraisal system as reviewed by the Agency Performance Review Board and approved by the Administrator. SES appointees who for any reason do not have an annual performance rating of record shall be assigned a presumptive rating of Fully Successful. (Chapter 455)

performance rating of record

The summary level performance rating prepared at the end of an appraisal period for performance of Agency-assigned duties over the entire rating period (i.e., Exceptional, Excellent). (Chapter 452)

Performance Review Board (PRB)

An Agency board that is responsible for making recommendations to the appointing authority on SES Performance ratings and bonuses. (Chapter 423)

Performance Standards Board

Board responsible for reviewing the files of all employees referred by the C/Board whose performance is ranked least competitive among their class and decide whether the employees meet the standards of their class, marginally meet the standards of their class, or should be selected out for relative performance. (Chapter 422)

performance target

The specific and intended result to be achieved within an explicit timeframe and against which actual results are compared and assessed. A performance target is to be defined for each performance indicator. In addition to final targets, interim targets also may be defined. (Chapters 201, 202, 203, 250)

***Period of Availability**

The timeframe specified in the Appropriations Act during which new obligations may be incurred. (Chapter 621)

periodic advance by treasury check /ACH/EFT

An advance when payment is made to the recipient by issuance of a Treasury Check, through the Automated Clearing House (ACH), or by electronic fund transfer (EFTS). This method is used when an advance is justified but the conditions for a Letter of Credit (LOC) cannot be met. (Chapter 636)

Periodical

Refers to a document which has an established mailing list of "publics" and which is mailed at least twice a year and more commonly monthly or quarterly. (Chapter 512)

Permanent Rank

See 3 FAM 2430 (Chapter 435)

Permanent Records

Records which have been given the disposition of permanent by National Archives (NARA) in USAID Disposition Schedules (See USAID Disposition Schedule).

Permanent AV records (tapes, motion picture reels, etc.) are transferred to NARA after a designated number of years. (Chapter 502)

Personal Effects

All personal property belonging to an employee and the immediate family, which can be legally accepted and transported as household goods by an authorized commercial carrier in accordance with the rules and regulations established or approved by an appropriate Federal or State regulatory authority, except items such as, but not limited to, the following: automobiles, trucks, vans, boats, airplanes, mobile homes, camper trailers and farming vehicles; live animals, birds, fowl, reptiles, plants, cordwood, building materials, and property for resale, disposal, or commercial use. (Chapters 523, 524, 525)

Personal Property

Personal Property includes such items as vehicles, furniture, equipment, supplies, appliances, and machinery. It refers to all property not otherwise classified as land, land improvement, buildings and structures which are normally referred to as real property. (Chapter 534)

Personal Property Management

Is the management of the Agency's non-real estate property. It involves ordering, receiving, storage, utilization, accountability, warehousing, and disposal of such property. (Chapter 527)

Personal Rank

See 3 FAM 2430 (Chapter 435)

Personal Relief

A specific remedy directly benefitting the grievant(s) and may not include a request for disciplinary or other action affecting another employee. (Chapter 490)

Personal Service Contracts (PSCs)

PSCs are, by their nature severable, as the contract is for the services of the individual, not an end-product, and the organization would have received a benefit from the services provided even if the contract were to be terminated early. (Chapter 603)

personal use

Personal use means activity that is conducted for purposes other than accomplishing official or otherwise authorized activity. Executive Branch employees are specifically prohibited from using government office equipment to maintain or support a personal private business. Examples of this prohibition include employees using a government computer and Internet connection to run a travel business or investment service. (Chapter 541)

personnel security investigation

Inquiries designed to develop information pertaining to an individual for use in determining whether the employment, assignment to duties, or retention in employment of that individual is clearly consistent with the interests of national security and USAID goals and objectives. (Chapter 567)

Pesticide

Any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any unwanted insects, rodents, nematodes, fungi, weeds, and other forms of plant or animal life or viruses, bacteria, or other micro-organisms (except viruses, bacteria, or other micro-organisms infesting humans or live animals), or intended for use as a plant regulator, defoliant or desiccant. (Chapter 312)

Pharmaceutical

Any substance intended for use in the diagnosis, cure, mitigation, treatment or prevention of diseases in humans or animals; any substances (other than food) intended to affect the structure or any function of the body of humans or animals; and, any substance intended for use as a component in the above. The term includes drugs, vitamins, oral rehydration salts, biologicals, and some in-vitro diagnostic reagents/test kits; but does not include devices or their components, parts, or accessories. (Chapter 312)

Physical Dependency

Definition is located in 3 FAM 695 3-3. (Chapter 408)

Physician

Surgeons, osteopathic practitioners, podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited treatment) within the scope of their practice as defined by state law.

(Chapter 442)

pipeline

The amount of funds obligated but not expended; the difference between cumulative obligations and cumulative expenditures, including accruals.

(Chapter 602)

placed in

The term "placed in", as used concerning marine insurance, refers to the place where the insurance is purchased. Thus, marine insurance must be "placed in" an eligible source country. To be placed in an eligible source country, two conditions must be met: 1) payment of the premium must be made to an insurance company in an eligible source country, and 2) the policy must be issued by an insurance company located in an eligible source country.

(Chapter 322)

plain language

As defined by the Plain Language Action Network, Plain language can be understood by your reader at first reading. It doesn't mean writing for a certain grade level -- it means organizing and writing for your reader. Writing in plain language saves time and money for writers and readers. (Chapter 501)

Plan

Actions which an agency envisions it must undertake to assure attainment of energy consumption and efficiency goals without an unacceptably adverse impact on primary missions. (Chapter 528)

policy

A policy is a clear and concise mandate, rule, or regulation that is required for the Agency to conduct its business. (Chapter 501)

Portfolio

The sum of USAID-funded programs being managed by a single operating unit. (Chapters 201, 202, 203)

Position

The work, consisting of the duties and responsibilities, assignable to one employee. (Chapter 456)

Position Classification

The system of grading FSN positions based upon the policies, procedures, and standards as outlined in 3 FAH 2, Chapter 4. (Chapter 495)

Position Description

A statement of the principal duties and responsibilities and supervisory relationships of a position with sufficient clarity to provide information necessary for its proper classification. (Chapter 456)

Positive Film

Film in which the dark portions of the original appear dark and light portions light. (Chapter 502)

Post

The station to which an employee is officially assigned. (Chapters 522, 523, 524, and 525) (6 FAM-111.3)

Post Allowance

See STR 220 (Chapter 477)

Post Classification and Payment Tables

See STR 900 (Chapter 477)

Post Differential

See STR 510; 3 FAM 3260 (Chapter 477)

Post Probationer

A career appointee who has successfully completed the SES probationary period or did not have to serve one (e.g., an individual who converted to the SES as a career appointee upon its establishment in 1979). (Chapter 423)

Poverty Lending

A subset of microfinance program efforts which use very small loans to reach very poor clients, often with a focus on women. For operational purposes, USAID uses a reference point of loans with an average balance less than the local-currency equivalent of US\$300 per borrower at 1994 prices as a working definition of poverty lending. (Chapter 219)

pre-award audits

Advisory audits conducted on pending awards to determine the reasonableness, allowability, and allocability of proposed costs. (Chapter 591)

pre-award survey

An evaluation of a prospective recipient's ability to perform under a Government sponsored agreement. Such surveys are normally limited to assessing the adequacy of

the recipient's accounting system to accumulate cost information under an agreement and/or the financial capability to perform under a prospective award. Surveys may also encompass technical, production and quality assurance considerations. (Chapter 591)

Premium Fare

Business class, first-class or equivalent. (Accommodations Airplane)
(Chapter 523)

Presidential Determination

A report requested by Congress to the President concerning any finding or determination under any provision of the Foreign Assistance Act for each fiscal year.
(Chapter 556)

Presidential Management Intern (PMI)

A U.S. citizen appointed in the excepted service in an executive agency or department who completed a graduate course of study at a qualified college or university, passed a U.S. Office of Personnel Management-administered screening process and been selected by a U.S. agency for a two-year Presidential Management internship. Presidential Management Interns are nominated by schools' deans or academic program director, chairpersons or directors, have a record of academic excellence, and possess leadership ability.
(Chapter 460)

Presidential Management Intern Program

This is an excepted service appointment which includes developmental rotational assignments. After successfully completing the two year appointment, Presidential Management Interns (PMIs) are eligible for a career or career-conditional appointment.
(Chapter 469)

Presidential Management Intern Program Office

An office within USOPM responsible for the overall coordination of the PMI Program with the various agencies of the Federal Government.
(Chapter 460)

Press Guidance

Information or materials regarding USAID activities and programs provided to the Department of State, White House, or other federal agency for their use in news media contact. (Chapter 560)

Prevention, Mitigation and Preparedness (PMP)

Actions taken to reduce disaster risks to actual or potential victims. PMP activities include strengthening the physical environment, reducing chronic threats to agriculture, training in disaster management and other actions designed to eliminate or moderate the effects of disasters. (Chapter 251)

primary authors

Primary authors develop Automated Directives System (ADS) material in accordance with ADS 501; they update chapters, as necessary, to reflect changes in law, regulations, or policy. (Chapter 501)

primary or main entrance

A public access entrance designated for use by visitors, contractors, vendors and employees. (Chapter 562)

Primary Responsibilities

The Primary Responsibilities section of an Automated Directives System (ADS) chapter includes brief, broad statements about the offices/officials (titles, not names) with the key responsibilities for acting upon the policies and procedures in the chapter. This section does not include: (1) all Bureau/Offices that are affected by the chapter, (2) position descriptions, and (3) policies and procedures. (Chapter 501)

Primary Skill Code

All employees are assigned to a Primary Skill Code which identifies the skill area in which the employee is best qualified by USAID service, experience, education, and training. (Chapter 454)

Principal Financial Statements

Include the Statement of Financial Position, Statement of Operations, Changes in Net Position, Statement of Cash Flows, Statement of Budget and Actual Expenses and the related Notes to the Principal Statements.
(Chapter 594)

Principal Officer

The most senior officer in a USAID operating unit who establishes Appraisal Committee(s) for that operating unit, e.g., Assistant Administrator, Independent USAID/W Office Director, Mission Director, or USAID Representative.
(Chapter 462)

Principal Representative

The senior representative of an agency of the U.S. Government attached to a diplomatic mission overseas.(FAM06-0700)

Printing

The application or placing of ink on a sheet or web of material (commonly called a substrate, i.e. paper, foil, metal, plastic, etc.)

Priority

Outgoing telegrams that contain essential information for operations and actions in progress. (Chapter 549)

Priority Work

Printing/Graphics or Duplicating work which is of an urgent nature, and is required for meetings, presentations or time sensitive mailings, or to meet deadlines.

private line

"Motorola" terminology for a sub-audible tone used for encoding or decoding a channel. (Chapter 564)

privilege

Privilege means, in the context of ADS 541, that the Executive Branch of the Federal Government is extending the opportunity to its employees to use government property for personal use in an effort to create a more supportive work environment. However, this policy does not create right to use government office equipment for non-government purposes. Nor does the privilege extend to modifying such equipment, including loading personal software or making configuration changes. (Chapter 541)

Probationary Appointee

A career member of the SES who is subject to, but who has not completed, a one-year probationary period. (Chapter 455)

Probationary period

A 1-year trial period for new career appointees to the SES. (Chapter 423)

One year from the date of the employee's initial appointment to the competitive service. The probationary period is a part of the examining process to determine an employee's eligibility and suitability for retention in the competitive service. In the case of supervisors, one year from the date of the employee's initial appointment to a supervisory or managerial position, regardless of when the employee was appointed to the competitive service. (Chapter 446)

Probationer

A career appointee who is serving during the SES probationary period. (Chapter 423)

An employee or supervisor who has not completed the probationary period. (Chapter 446)

Problem Drinker

Definition is located in 3 FAM 695 3-3. (Chapter 408)

procedure

A procedure is a mandatory course of action that must be followed in order to implement policy. (Chapters 204, 501)

Procurement Executive

The USAID official who is responsible for the management direction of USAID's assistance and acquisition ("A&A") system, as so delegated and more fully described in ADS 103.5.10f. (Chapters 302, 304, and 305)

Program

Organized set of activities and allocation of resources directed toward a common purpose, objective, or goal undertaken or proposed by an agency in order to carry out the responsibilities assigned to it. (Chapter 528)

Program Assistance Approval Document (PAAD)

An internal USAID document approving non-project assistance. It is analogous to the PP. (Chapter 204)

Program Assistance Initial Proposal (PAIP)

An internal USAID document used to initiate and identify proposed non-project assistance, including commodity import programs. It is analogous to the PID. (Chapter 204)

Program Funded Property (USAID)

Program funded property is property distinct from OE-funded property, which is procured for the achievement of a Strategic Objective with funds of a USAID activity or project. When title for this property is vested in USAID, and it is in USAID custody, USAID inventory records shall indicate funding source. (Chapter 534)

Program Property (Department of State)

Program property is specialized property associated with a unique program where the overall management and technical expertise are controlled by a single bureau or agency and which is generally funded by that bureau or agency (e.g., motor vehicles, communications equipment, and security equipment). (Chapter 534)

programming agent (See Training Provider) (Chapter 253)

progress payment

Payment made under a fixed price contract or other procurement arrangement on the basis of actual costs incurred, an actual percentage of completion accomplished, or an actual stage of completion reached. (Chapter 636)

*Progress Review

Progress reviews are held periodically throughout the rating cycle during which the Rating Official provides feedback to the employee about performance and/or progress toward career development goals. Also see mid-cycle review. (Chapter 462)

Progressive Discipline

Progressive discipline means that the least serious penalty which will correct the problem must be imposed for the first offense.
(Chapter 487)

Project Identification Document (PID)
An internal USAID document which initially identifies and describes a proposed project.
(Chapter 204)

Project Implementation Order/technical Services (PIO/T)
The document for transmitting the PASA/RSSA requirement from the technical office to M/OP or the Mission contracting office. (Chapters 306, 321)

Project Paper (PP)
An internal USAID document which provides a definitive description and appraisal of the project and particularly the plan or implementation.
(Chapter 204)

project radio
A radio procured either by the USAID or project contractor with other than O&E funds for two-way communications and specified as integral to the project. Project radios are not normally authorized to operate on the post Emergency and Evacuation (E&E) channel without post Emergency Action Committee (EAC) approval. (Chapter 562)

Property Custodian
The official responsible for day-to-day oversight, control, and safeguarding of IT property in USAID. (Chapter 547)

Property Disposal Officer (PDO)
The official designated in writing by the PMO. The Property Disposal Officer must NOT be the APO in order to minimize vulnerability of property to fraud or abuse. (Chapter 547)

Property Identification Number (Propid Formerly Bin)
The five-digit number assigned by the post to each real property unit. (See section FAM06-0792.4(2))(FAM06-0700) (Chapter 535)

Property Management Officer (PMO)
The overseas official (EXO or principal official), who is responsible for all Non-Expendable Personal Property (NXP) management functions. The official responsible for all personal property management functions including establishing internal policies and procedures for management and control of assigned personal property, ensuring implementation of such policies and procedures, and compliance with Agency and government wide authorities and guidelines. (Chapter 547)

Property Survey Board

A standing or ad hoc committee, generally appointed by the PMO's immediate supervisor, typically consisting of three to five members serving a fixed term and charged with the investigation and adjudication of incidents involving loss, damage, or destruction of Federal expendable and non-expendable personal property. The Board determines financial liability and authorizes payment and removal of items from official property records. (Chapter 547)

Proposing Official

(See 3 FAM 4310 {Old 3 FAM 761.2}) (Chapter 485)

Proposing Official

Management official authorized to propose disciplinary and adverse actions as well as performance-based actions. (Chapter 487)

Prudential Financial Regulation

The subset of financial regulations intended to contribute to the stable and efficient performance of financial institutions, including the protection of depositors' assets. (Chapter 219)

Psychological Dependency

Definition is located in 3 FAM 695 3-3. (Chapter 408)

Public

Refers to any designated grouping of people; can be professional or lay, employee or non-employee, stateside or overseas. (Chapter 512)

public access control (PAC) system

A barrier system provided for the screening of visitors and employees before entrance into official office areas behind the hardline. (Chapter 562)

Public International Organization (PIO)

An organization in which the U.S. participates composed principally of governments. (Chapters 308, 636)

Public Reporting

Any reporting or record keeping required from ten or more non-Federal Government businesses, institutions, groups or individuals. (Chapter 506)

public trust risk designations

The designations of positions indicating the potential for action or inaction by the incumbent of the position to affect the integrity, efficiency, and effectiveness of Government operations. Public trust risk designations are used in conjunction with security clearance requirements to determine the investigative requirements for the

position. Positions involving high degrees of public trust, e.g., those with broad policy making authority or fiduciary responsibilities, trigger a more thorough investigation than do positions requiring only the finding that an applicant or an incumbent has the requisite stability of character to hold Federal employment. The three public trust risk designation levels are high, moderate, and low.

a. High Risk: A position that has potential for exceptionally serious impact involving duties especially critical to the agency or a program mission of the agency with broad scope of policy or program authority such as:

- (1) policy development and implementation;
- (2) higher level management assignments;
- (3) independent spokespersons or non-management positions with authority for independent action;
- (4) significant involvement in life-critical or mission critical systems; or
- (5) relatively high risk assignments associated with or directly involving the accounting, disbursement, or authorization of disbursement from systems of dollar amounts of \$10 million per year or greater, or lesser amounts if the activities of the individual are not subject to technical review by higher authority to ensure the integrity of the system.
- (6) positions in which the incumbent is responsible for the planning, direction, and implementation of a computer security program; has a major responsibility for the direction and control of risk analysis and/or threat assessment, planning, and design of the computer system, including the hardware and software; or, can access a system during the operation or maintenance in such a way, and with the relatively high risk for causing grave damage or realize a significant personal gain;

b. Moderate Risk: A position that has the potential for moderate to serious impact involving duties of considerable importance to the agency or a program mission of the agency with significant program responsibilities and delivery of customer services to the public such as:

- (1) assistants to policy development and implementation;
- (2) mid-level management assignments;
- (3) non-management positions with authority for independent or semi-independent action;
- (4) delivery of service positions that demand public confidence or trust; or

(5) positions with responsibility for the direction, planning, design, operation, or maintenance of a computer system and whose work is technically reviewed by a higher authority at the high risk level to ensure the integrity of the system. Such positions may include but are not limited to:

(a) access to and/or processing of proprietary data, Privacy Act of 1974, and Government-developed privileged information involving the award of contracts;

(b) accounting, disbursement, or authorization for disbursement from systems of dollar amounts of less than \$10 million per year; or

(c) other positions as designated by the agency head that involve degree of access to a system that creates a significant potential for damage or personal gain less than that in high risk positions.

c. Low Risk: Positions that have the potential for impact involving duties of limited relation to the agency mission with program responsibilities which affect the efficiency of the service. It also refers to those positions that do not fall within the definition of a high or moderate risk position.

(Chapter 566)

publications

a) A generic term used to describe printed media such as periodicals, magazines and journals, brochures, pamphlets, may include other printed media such as forms, wall charts and posters.

b) A form of communication to all Agency employees and the general public. Also is the issuance of printed or electronically maintained material offered for distribution or sale. (Chapter 512)

Purchase Order (PO)

The PO is the Agency's contractual agreement for small purchases of goods and services generated on the New Management System's (NMS) Acquisition and Assistance Module. (Chapter 546)

Purchase Price

The cost paid to a vendor in exchange for an item of property, exclusive of shipping, packing and storage cost. (Chapter 534)

Qualifications Evaluation Panel (QEP)

Panel appointed by the Board of Examiners to determine whether an applicant meets the statutory and other eligibility requirements, to assess the applicant's skills for the certification of need issued by the prospective employing agency, and to recommend whether the applicant should be examined for possible appointment as a Senior Career Candidate for the SFS Career Candidate Program. (Chapter 422)

- Q -

Qualifications Review Board (QRB)

A board attached to OPM that certifies the executive qualifications of individuals for initial career appointment to the SES. A majority of QRB members must be career appointees. (Chapter 423)

quality control review

A review of the work papers supporting the audit report to ensure that the non-Federal auditor complied with Government Auditing Standards and that the work performed supports the findings and conclusions in the audit report.

(Chapter 591)

quantitative unit of cargo

The total tonnage of a commodity or commodities included in one invitation for bids or other solicitation of offers from ocean carriers for the transportation of cargo which may move in full shipload lots. (Chapter 315)

Quarters Allowances

See STR 100; 3 FAM 3230 (Chapter 477)

questioned costs

Costs which the auditor considers to be potentially unallowable. A cost is questioned by the auditor because of: (1) an alleged violation of a provision of a law, regulation, contract, grant, cooperative agreement, or other agreement or document governing the expenditure of funds; (2) a finding that, at the time of the audit, such cost is not supported by adequate documentation; or (3) a finding that the expenditure of funds for the intended purpose is unnecessary or unreasonable. (Chapter 591)

Costs which the auditor considers to be potentially unallowable. Questioned costs are made up of ineligible costs and unsupported costs. (See also Ineligible Costs and Unsupported Costs). (Chapter 592)

- R -

radio frequency

The number of complete alternating electrical currents. The unit of frequency measurement is the hertz (hz) and is one cycle per second. Radio frequencies fall between 3 Khz and 30 Ghz and the radio spectrum is divided into eight frequency bands:

Frequency	Classification	Designation
3 to 30 Khz	Very low frequency	VLF
30 to 300 Khz	Low Frequency	LF
300 to 3000 Khz	Medium frequency	MF
3 to 30 Mhz	High frequency	HF

30 to 300 Mhz	Very high frequency	VHF
300 to 3000 Mhz	Ultra high frequency	UHF
3 to 30 Ghz	Super high frequency	SHF
30 to 300 Ghz	Extremely high frequency	EHF

(Chapter 564)

radio system

Describes the total equipment required at a specific post to operate a two-way voice radio network, e.g., a base station, repeater, antennas, mobile and residential radios. (Chapter 562)

Rank Award

An award granted by the President to career SES members, following nomination by their agency and recommendation by the Director of OPM. Meritorious Executive rank is sustained accomplishment and carries a lump-sum payment of \$10,000.

Distinguished Executive rank is for sustained extraordinary accomplishment and carries a lump-sum payment of \$20,000. (Chapter 423)

Rapid, Low-cost Evaluations

Analytic or problem-solving efforts which emphasize the gathering of empirical data in ways that are low-cost, timely, and practical for management decision making.

Methodological approaches include mini-surveys, rapid appraisals, focus groups, key informant interviews, observation, and purposive sampling, among others. (Chapters 201, 202, 203)

Rate of Basic Pay

For pay-setting purposes, the rate of basic pay means the rate of pay fixed by law or administrative action for the position held by an employee or, in the case of an employee who is entitled to grade or pay retention, the employee's retained rate of pay, before any deductions and exclusive of additional pay of any other kind, such as locality-based comparability payments under 5 USC 5304 or special pay adjustments for law enforcement officers under section 302 or 404 of the Federal Employees Pay Comparability Act of 1990. (Chapter 423)

See 5 CFR 536.102 (Chapter 474)

Rate Schedule

See 5 CFR 536.102 (Chapter 474)

Rating Official

The employee's supervisor as designated by the Principal Officer. (Chapter 462)

***Rating of Record (Civil Service)**

The performance rating prepared at the end of the appraisal period for performance over the entire period and the assignment of a summary rating.
(Chapter 462)

Real Estate Expenses

Allowable expenses for the sale of the residence (or expenses of settlement of an unexpired lease) at the old official station and for purchase of a home at the new official station for which reimbursement is received by the employee.
(Chapter 524)

Real Estate Management Systems (REMS)

Automated and manual information systems designed to support:

- (a) Local planning, operation, and control of Government-held real property overseas; and
- (b) Management and reporting requirements of the Office of Foreign Buildings Operations. (Chapter 535)(FAM06-0700)

Real Property

A parcel or plot of land and any structures contained thereon, including, but not limited to, offices, garages, warehouses, residences, schools, and recreational facilities.
(FAM06-0700)

Real Property Acquisition

Is the act of acquiring real property either through lease or purchase.
(Chapter 527)

reasonable cost or price (Chapter 305)

Receiving & Inspection Report (R&IR)

Receiving report is a record that ordered materials were received. This may take the form of an OF-127, which is minimally required in the event of a multiple-part shipment, or a handwritten notation on the acquisition document, where the order is received in single shipment. Receiving reports must be in English, indicate the item cost in U.S. currency, and have any damage or discrepancies noted.
(Chapter 534)

reasonable suspicion

Reasonable grounds to suspect that a key individual, recipient entity or participant may be or may have been involved in drug trafficking or have been convicted of a narcotics offense. (Chapter 206)

recipient

An organization receiving direct financial assistance (a grant or cooperative agreement) to carry out an activity or program. (Chapters 303, 304, 305, 591)

An organization receiving financial assistance directly from USAID to carry out a program under a grant or cooperative agreement. The term includes public and private institutions of higher education, public and private hospitals, and other quasi-public and private non-profit organizations. The term may also apply to profit making organizations who are performing work under a grant or cooperative agreement relationship with USAID. (Chapter 636)

recipient-contracted financial audit

A periodic audit of a non-profit organization receiving USAID funding, wherein the auditee hires non-federal auditors to perform the audit and the OIG is responsible for maintaining quality control over the resulting audit field work and report. U.S.-based organization audits follow the rules and procedures contained in OMB Circular A-133 (generally called "A-133 audits"), while host country-based organization audits follow the rules and procedures contained in the USAID-produced "Guidelines for Financial Audits Contracted by Foreign Recipients" dated March 1993 (generally called "recipient-contracted audits"). (Chapter 591)

recommendation memorandum

A memorandum summarizing M/OP/PS/CAM's review of audit reports of U.S. contractors and grantees. Also, a memorandum summarizing OIG's or an overseas mission's review of audit reports of non-U.S. grantees. Recommendations identified in this memorandum are entered into the Agency's Consolidated Audit Tracking System. (Chapter 591)

Reconciliation

Action taken to rectify discrepancies between the physical inventory and accountable property records. (Chapter 534)

Reconstitute

An early and critical emergency function to fill key vacancies with qualified officers, to repopulate selected positions of the Agency. In the event of a significant decrement to personnel, action would be taken to generate appropriate employees to repopulate any or all offices of the Agency as needed. (Chapter 531)

record

Any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, the individual's education, financial transactions, medical history, and criminal or employment history and that contains the individual's name, or the identifying number, symbol, or other identifying particular assigned to the individual; such as a finger or voice print or a photograph. (Chapters 508, 509)

Records

Definition is located in 3 FAM 695 3-3. (Chapter 408)

According to 44 U.S.C. 3301, "includes all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them." (Chapter 502)

Recovered Alcoholic

A person who has undergone treatment for the disease of alcoholism and who has demonstrated a reasonable period of abstinence. (Chapter 408)

Recovery

To restore USAID programs/activities from a contingency state to their usual state under normal operating conditions (the rebuilding phase). (Chapter 502)

recovery procedures

Procedures which enable the restoration of system applications to an operational status after the occurrence of a system failure, file loss or destruction, or disaster. These procedures may include provisions for the use of backup or prior generations of data files/programs to restore automated portions of an application. (Chapter 562)

Recruitment Applicant Tracking System (RATS)

A system designed to track FS applicants from inception of application to the interview stage. (Chapter 468)

Recruitment Interviewing for Foreign Service (RIFFS)

A system designed to track FS candidates after the interview process. (Chapter 468)

Recurrence

A disability that occurs after the employee returns to work following absence due to an work-related disease, condition or injury. The disability is the result of a spontaneous return of the symptoms of the previous injury, disease or illness without intervening cause, or the need for medical treatment, other than a usual office call, for residuals of the previous condition. (Chapter 442)

Recurring Reports

A report required by the Foreign Assistance Act and related legislation for which the Agency must gather, maintain, and submit information at established intervals or upon the occurrence of a specified event. (Chapters 506, 556)

red

Denotes data, text, equipment, processes, systems or installations associated with information in forms that require emissions security protection. For example, wiring that carries unencrypted classified information either exclusively or mixed with unclassified is termed "red" wiring. Antonym Black. (Chapter 562)

red/black separation

Denotes the requirement for physical spacing between red and black processing systems and their components, including signal and power lines. (Chapter 562)

Redeposit

A sum of money paid into the Retirement Fund by an employee or survivor to cover a period of service during which deductions were withheld but later refunded. (Chapter 494)

Reduced Leave Schedule

A work schedule under which the usual number of hours of regularly scheduled work per workday or workweek of an employee is reduced. The number of hours by which the daily or weekly work schedule is reduced are counted as leave against the 12-week entitlement. (Chapter 481)

reduction in force

The release of a career or probationary appointee from a position in the Senior Executive Service (SES) because the appointee has been displaced by a career or probationary appointee in a surplus position who has a higher retention standing, or the release of a career or probationary appointee from a surplus position in the SES when such appointee has the lowest retention standing of those occupying SES positions for which the appointee is qualified. (Chapter 423)

An action taken by the Agency when it has been determined that there is a surplus of employees at a particular location in a particular line of work due to lack of work, shortage of funds, insufficient personnel ceiling, reorganization, the exercise of reemployment or restoration rights, or reclassification of an employee's position due to erosion of duties which will take place after the Agency has formally announced a RIF. The result of this action is furlough for more than 30 days, separation, demotion, or reassignment requiring displacement of employees. (Chapter 452)

A Personnel action that releases a competing SFS or FS employee from their Competitive Level by separation. (Chapter 454)

The release of a career or probationary appointee from a position in the Senior Executive Service (SES) because the appointee has been displaced by a career or probationary appointee in a surplus position who has a higher retention standing, or the release of a career or probationary appointee from a surplus position in the SES when such appointee has the lowest retention standing of those occupying SES positions for which he or she is qualified. (Chapter 455)

Reemployment

The agreement between the Agency (either by statute or administratively granted) and a career SES employee to return them to the Agency upon completion of an assignment outside of the SES and their Agency. To be eligible, the employee must have held a career SES appointment prior to the assignment and must have completed the SES probationary period.

(Chapter 423)

Reemployment rights

Right of an employee to return to an agency after detail, transfer, or appointment to (1) another Federal agency during an emergency; (2) an international organization; or other statutorily covered employment, e.g., the Peace Corps. (Chapter 413)

Rights of an employee to return to an agency after detail, transfer, or appointment to another Executive agency during an emergency; an international organization; or other statutorily covered employment, e.g., time-limited FS appointment in USAID, the Peace Corps. (Chapter 415)

Reference Line

Use a Reference Line to refer to a previous telegram or LINE related communication.

Although there is no limit to the number of references or lines, the Department's automatic retrieval system recognizes telegram references on only one line.

References placed on succeeding lines will remain part of the telegram but cannot be used in automatic retrieval. (Chapter 549)

Refund

The withdrawal by the employee from the Retirement Fund of deductions made from the employee's salary during periods of employment. (Chapter 494)

Regeneration

A part of the recovery process after the initial crisis response and restoration of critical function, regeneration consists of the actions to restore part or all of the Agency's capability to function. Regenerations includes reestablishing working space, equipment, supplies and personnel to allow resumption of normal function. (Chapter 531)

Regular Employees

FS employees who accept all the obligations of worldwide service are appointed to USAID posts, including USAID/W, in accordance with the needs of the Agency.

(Chapter 499)

Regular Members of a Vanpool/Carpool

An employee who travels on a daily two-way basis (leave and TDY excepted) in a vanpool/carpool for a minimum distance of one mile each way. (Chapter 514)

Regularly Scheduled Administrative Workweek

For a full-time employee, the period within an administrative workweek established in accordance with Mandatory Reference, 5 CFR 610.111, within which the employee is regularly scheduled to work. For a part-time employee, the officially prescribed days and hours within an administrative workweek during which the employee is regularly scheduled to work. (Chapter 479)

Regularly Scheduled Work

Work that is scheduled in advance of the seven-day administrative workweek, including regular overtime and night work. (Chapter 479)

Rehabilitation

Services and/or training provided to an injured employee who suffers from a vocational handicap due to a occupational injury or illness and who cannot resume usual employment. (Chapter 442)

reimbursable details

Temporary loan of an employee from one Agency or body to another when the employee's salary and benefits are paid by the borrowing entity. (Chapter 432)

*reimbursable development program

The sale of services and commodities to friendly countries, international organizations, and certain voluntary organizations on a reimbursable basis under the authority of Section 607 of the Foreign Assistance Act. (Chapter 628)

Reinstatement

The noncompetitive reappointment of a career employee in the SES who, under a previous career appointment successfully completed the SES probationary period. (Chapter 423)

Noncompetitive reemployment in the competitive service based on previous service under a career or career-conditional appointment. (Chapter 413)

Release Print

The final version of a motion picture film that has been distributed for public viewing. (Chapter 502)

Relocation

The movement of a deployed team from one Emergency Relocation Site to another Emergency Relocation Site, or back to the original headquarters facility. Movement can be planned or unplanned. Relocation is generally to predetermined ERSs, however, new sites will be selected if pre-surveyed sites are unavailable. (Chapter 531)

Removal

Involuntary separation of an employee from the Agency for such cause as will promote the efficiency of the Federal service. (Chapter 487)

Renewable Energy Sources

Sunlight, wind, geothermal, biomass, solid wastes, or other such sources of energy. (Chapter 528)

reorganization

The planned elimination, addition, and/or redistribution of functions or duties in the Agency. (Chapter 452)

See 5 CFR 536.102 The planned elimination, addition, or redistribution of functions or duties in an organization. (Chapter 474)

Replacement Property

Replacement property is any personal property for which there is a continuing need on a worldwide basis by the parent agency, such as office furniture and equipment; household furniture, furnishings, and equipment; motor vehicles and automotive spare parts; tires and any other property having a continued general use. The proceeds of sale of replacement property are used to purchase similar property. Replacement property is not declared excess by the post except as noted in 6 FAM 227.1-2. (Chapter 534)

Any personal property, such as office furniture and equipment; household furniture, furnishings and equipment; motor vehicles; and any other property having a continued general use, for which there is a continuing need on a worldwide basis by the parent agency. The proceeds of the sale of replacement property are used to purchase similar property. Replacement property is not normally declared excess by the post. (Chapter 536)

Report

A report is data or information transmitted for use in determining policy; planning, controlling, and evaluating operations and performance, and in making administrative determinations or preparing other reports. (Chapter 506)

Data or information transmitted for use in determining policy; planning, controlling, and evaluating operations and performance and; in making administrative determinations or preparing other reports. (Chapter 506)

Reportable Vehicles

A sedan, station wagon, bus, ambulance, van, utility vehicle, truck and truck tractors that operate on petroleum-based or other alternative fuels. Included are gasoline, diesel fuel, methanol, ethanol, natural or propane gas, or electricity. Excluded are fire trucks; motorcycles; military-design motor vehicles; semi-trailers, trailers and other trailing equipment such as pole trailers, dollies, cable reels, trailer coaches and bogies; and trucks with permanently mounted equipment ;such as generators and air compressors. (Chapter 536)

Report Control Symbol

Alphabetic and numeric symbols assigned to reports by the Office of Administrative Services, Information Records Division (M/AS/IRD) or other units which serve to identify the report and indicate review and approval of the requirement. (Chapter 506)

Representation Allowance

See STR 300; 3 FAM 3240 (Chapter 477)

representative rate

The fourth step of the grade for a position subject to the General Schedule; the prevailing rate for a position under the wage-board system; and for all other positions, the rate designated by the Agency as representative of the position. (Chapter 452)

Reprimand

See 3 FAM 4310 (Old 3 FAM 761.2) (Chapter 485)

An official written rebuke, censure, or disapproval of a specific action or actions by an employee. (Chapter 487)

Requesting Official

A person within the applicable office who has oversight authority for the ADS material. A Requesting Official could be a Supervisor, Division Chief, Director, AA or someone delegated by the Division Chief, Director or AA to sign the USAID Issuance Request Form (AID 3-252). (Chapter 501)

Requests for Applications

Invite interested parties to submit applications for USAID assistance and explain what the application should contain, how it should be written, and the evaluation criteria to be used. (Chapter 303)

Requiring Office

A USAID office initiating a reporting requirement or sponsoring a requirement imposed by an organization external to USAID. (Chapter 506)

Research and Reference Services (R&RS)

Research services that target, identify, analyze, and synthesize USAID experience, other donor development experience, and state-of-the-art technical knowledge. Information provided by research services enhances decision making, policy formulation, strategic planning, project and program design, implementation, management, evaluation, and application of technical expertise. (Chapter 540)

Resident Hire Employees

USAID Foreign Service (FS) employees who are unable to accept all the obligations of a long-term, worldwide career service, or who reside in the country of assignment primarily for reasons other than employment in the Foreign Service, who are (a) A dependent of a U.S. citizen employed overseas who is at least 18 years of age and who

is expected to remain at a post only for the duration of the employee's assignment or a vacation period, (b) U.S. citizen who resides in a country primarily for reasons other than employment with a U.S. Government agency, (c) An employee who, for personal reasons, is unwilling to transfer to another post. (Chapters 480, 499)

Residential Radio

A portable two-way voice radio located in overseas residences for emergency or administrative communications. It is normally a security radio, channeled to operate on the post E&E net. (Chapter 562)

resolution

The point at which the management official and the OIG agree on the action to be taken on a reported finding and recommendation. In the event of disagreement, audit resolution occurs when the Agency Follow-Up Official or the MCRC determines the recommendation to be resolved. (Chapter 592)

For monetary findings, the point at which the contract/grant officer issues a final decision on the allowability of questioned costs. For procedural findings from OIG reports, the point at which the contract/grant officer and the OIG agree on a final course of action to implement the recommendation. For pre-award contract audits, the point at which agreement is reached, a contract price negotiated, or proposed award canceled, whichever occurs first. For pre-award surveys, the point at which the contract/grant officer issues a final decision on the course of action to be taken regarding a recipient's pre-award accounting system deficiencies. (Chapter 591)

Resource Support Services Agreements (RSSA's)

Agreements between USAID and other Federal agencies to obtain continuing general support assistance which has a broad objective, but no specific readily measurable tasks to be accomplished within set time frames. (Chapter 306)

Respondent

A USAID office, individual, or other agency required to respond to a reporting requirement. (Chapter 506)

response to audit report

Written comments by Agency officials indicating agreement or disagreement on reported findings and recommendations. (Chapter 591)

Responsible Official

An employee's supervisor or any appropriate official who holds immediate jurisdiction over the matter being grieved. (Chapter 490)

Responsibility

In the context of setting strategic objectives, responsibility refers to a guiding concept which assists an operating unit in determining the highest level result that it believes it can materially affect (using its resources in concert with its development partners) and that it is willing to use as the standard for the judgement of progress. This has also been referred to as manageable interest. (Chapters 201, 202, 203)

Restoration

The return of an SES employee who leaves the Agency to serve on active duty, including training, in the Armed Forces or who has recovered from a compensable injury. (Chapter 423)

Restored Annual Leave

Leave that was forfeited but is approved for restoration and placed in a separate leave account. (Chapter 480)

restrictive trade practices and boycotts

These are defined in 14 CFR Parts 369.2 and 369.3. (Chapter 313)

Result

A change in the condition of a customer or a change in the host country condition which has a relationship to the customer. A result is brought about by the intervention of USAID in concert with its development partners. Results are linked by causal relationships; i.e., a result is achieved because related, interdependent result(s) were achieved. Strategic objectives are the highest level result for which an operating unit is held accountable; intermediate results are those results which contribute to the achievement of a strategic objective. (Chapters 201, 202, 203)

results framework

The results framework represents the development hypothesis including those results necessary to achieve a strategic objective and their causal relationships and underlying assumptions. The framework also establishes an organizing basis for measuring, analyzing, and reporting results of the operating unit. It typically is presented both in narrative form and as a graphical representation. (Chapters 201, 202, 203)

In the context of defining a program objective, it is necessary to identify the critical results (or interrelated changes) which are necessary to accomplish that objective. This analysis will produce a results framework which must provide enough information so that it adequately illustrates the development hypothesis (or cause and effect linkages) represented in the strategy and thereby assists in communicating the basic premise of the strategy. The results framework must also be useful as a management tool and therefore focuses on the key results which must be monitored to indicate progress. (Chapter 250)

results package (RP)

A results package (RP) consists of people, funding, authorities, activities and associated documentation required to achieve a specified result(s) within an established time frame. A RP is managed by a strategic objective team (or a results package team if established) which coordinates the development, negotiation, management, monitoring and evaluation of activities designed consistent with: (1) the principles for developing and managing activities; and (2) achievement of one or more results identified in the approved results framework. The purpose of a results package is to deliver a given result or set of results contributing to the achievement of the strategic objective. The strategic objective team will define one or more RPs to support specific results from the results framework. The SO team may elect to manage the package or packages itself, or may create one or more sub-teams to manage RPs. In addition, strategic objective teams create, modify and terminate results packages as required to meet changing circumstances pursuant to the achievement of the strategic objective. Thus, typically a results package will be of shorter duration than its associated strategic objective. (Chapters 201, 202, 203, 204, 250, 305)

The formal analysis of a potential assistance activity conducted by USAID that addresses the anticipated benefits, resources required, collateral effects of the activity. (Chapter 305)

Results Package Data Base

A results package data base consists of the data and information related to the actions, decisions, events, and performance of activities under a results package. (Chapters 201, 202, 203)

results package team

A group of people who manage a results package. The results package team is established by a parent strategic objective team. (Chapter 250)

Results Review and Resource Request (R4)

The document which is reviewed internally and submitted to USAID/W by the operating unit on an annual basis. The R4 contains two components: the results review and the resource request. Judgement of progress will be based on a combination of data and analysis and will be used to inform budget decision making. (Chapters 103, 201, 202, 203, 204, 250)

retention register

A listing prepared by the Agency for a specific competitive level which will be reached by RIF, listing all competing employees by tenure group, veteran preference, length of service, and performance in descending order. (Chapter 452)

A list of employees in a single Competitive Level which is prepared by the Office of Human Resources. Employees on a Retention Register are grouped first by tenure into two groups; career and career candidate appointments, within a Competitive Level. Within each group, FS employees will be ranked in order of retention based on factors which include performance and service with the U.S. Government. (Chapter 454)

Retention Standing

An individual employee's placement on the retention register at the time of release from a competitive level. (Chapter 452)

retreat

Occurs when a released employee displaces another employee with lower retention standing within the same tenure group and subgroup who occupies a position that is not more than three grades or grade-intervals below the position from which that employee is released. The released employee is said to "retreat" to that lower level position. (Chapter 452)

Retrofit

Installation of a building energy system or building water system alternative in an existing Federal building. (Chapter 528)

Review Workshops

Workshops which involve key participants in an SO/RP or even a particular element of an RP in collectively evaluating performance during the previous implementation period and planning for the forthcoming period. Participants are normally representatives of partners, customers, counterparts, other donors, stakeholders, and USAID. Successful workshops are often facilitated to assure that all perspectives are heard and that key findings and conclusions and consensus on modifications and plans is documented and distributed.

(Chapters 201, 202, 203)

Rights and Interest Records

(Also referred to as Legal Rights and Interest Records)

Records essential to the preservation of the legal rights and interests of individual citizens and the Federal Government. Examples are legal proceedings, payroll, and retirement records. (Chapter 502)

risk analysis

An evaluation of the physical, electronic, and software security of a computer system and its vulnerabilities to establish an expected loss from certain events based on estimated probabilities of occurrence, and to identify potential safeguards. (Chapter 562)

Round of Competition

The different stages of competing for retention. In first round competition, employees compete to stay in their competitive level. In the second, employees compete for assignment to positions in different competitive levels. (Chapter 452)

Routine

Outgoing telegrams with the lowest order of precedence - assigned to communications which justify DOS transmission but are of insufficient urgency to require a higher precedence. (Chapter 549)

Routine Maintenance And Repair (M&R)

The preservation of real property in a sound state. Routine M&R includes painting, day-to-day plumbing and electrical work, etc. (See Special M&R.) (Chapter 535)(FAM06-0700)

routine use

With respect to the disclosure of a record, the use of such record for a purpose which is compatible with the purpose for which it was collected (Chapter 508)

The disclosure of a record without written consent to another person or agency for a purpose which is compatible with and related to the purpose for which it was collected. (Chapter 509)

- S -

Sabbatical

An absence from duty, with pay, that an agency may grant to an SES career appointee for up to 11 months to engage in study or uncompensated work experience for developmental purposes. (Chapter 423)

sabotage

An act or acts with the intent to injure, interfere with, or obstruct the national defense or foreign policy of a country by willfully injuring, destroying, or attempting to destroy national defense or war material, premises, or utilities, to include human or natural resources. (Chapter 562)

Safehaven

An approved site where vital records are stored for cases of emergency and/or disaster. This site has to be a site separate from where the files were originated. Off-site. (Chapter 502)

Salvage

Salvage is personal property that has some value in excess of its basic material content, but which is in such condition that it has no reasonable prospect of use and its repair or rehabilitation is impractical. (Chapter 534)

sanitize

To degauss or overwrite information on magnetic or other data storage media. (Chapter 562)

Saved Pay

The SES rated pay that the individual receives by accepting a lower graded position after leaving the SES as the result of reduction-in-force or removal during probationary period. (See Mandatory Reference, 5 USC 3594(c)(1)(2) for definitions and limitations of SES pay.)
(Chapter 423)

scan

A feature on radios that allows the operator to monitor different channel at one time.
(Chapter 564)

Schedule Change

A modification or adjustment in the established work schedule of an employee of a permanent or temporary nature which may be initiated by either the supervisor or employee. (Chapter 479)

Schedule A Position

Positions other than those of a confidential or policy-determining character for which it is impracticable to examine. (Chapter 413)

Schedule Awards

Compensation is provided for specified periods of time for the permanent loss, or loss of use, of each of certain body members, organs and functions. (Chapter 442)

Scheduled Annual Leave

Leave requested and approved in advance in writing on an Application for Leave (SF-71). (Chapter 480)

Schedule B Position

Positions other than those of a confidential or policy-determining character for which it is not practicable to hold a competitive examination. (Chapter 413)

Schedule C Position

Positions of a confidential or policy-determining character.
(Chapter 413)

Schedules A, B, and C

Categories of positions excepted from the competitive service by regulation. (Chapter 413)

Scrap

Scrap is material that has no value except for its basic material content. (Chapter 534)

Script

Written specifications for an aspect of a video or motion picture production, such as settings, action, camera coverage, dialogue, narration, music, and sound effects.
(Chapter 502)

***SECRET**

A national security classification applied to information, the unauthorized disclosure of which reasonably could be expected to cause serious damage to the national security (source: Executive Order 12958). An example of SECRET information is: Exact key length required by machine crypto system, excluding verification bits and redundancy (source: NTISSI 4002). (Chapters 545, 552)

***Section 511**

A section of the annual Foreign Operation, Export Financing and Related Program Appropriations Act which provides that certain appropriations are available until expended if funds are initially obligated before expiration of the their period of availability. (Chapter 621)

secure room

Any room with floor-to-ceiling, slab-to-slab construction of some substantial material, i.e., concrete, brick, cinder block, plywood, or plaster board. Any window areas or penetrations of wall areas over six inches must be covered with either grilling or substantial type material. Entrance door must be constructed of solid wood, metal;, etc., and be capable of holding a DS-approved, three-way combination lock with interior extension. (Chapter 562)

Security and Safety

Is the protection and well being of USAID employees, facilities, and classified or sensitive information. (Chapters 527, 529)

security classification guide

A document prepared for the sole or principal purpose of providing instructions about the derivative classification of information about a particular program, project, or subject. (Chapters 562, 567, 568)

security clearance

A certification that a U.S. citizen, who requires access to information classified at a certain level, has been found security eligible under USAID standards (authority #16) and may be permitted access to classified information at the specified level. (Chapters 562, 566)

security eligibility

A security status based on favorable adjudication of a required personnel security investigation; it indicates that an individual is deemed trustworthy for employment in a sensitive position, and may be granted a clearance for access to classified information up to the level of eligibility if required in the performance of official duties. (Chapters 562, 566, 567)

security inspection

A formal inquiry to assess compliance with security standards, policies, and procedures. (Chapter 562)

security radio

An USAID O&E-funded radio authorized and procured to operate on the post E&E net. (Chapter 562)

Security Survey

An analysis of a facility to determine physical and technical resistance to unauthorized access, espionage, vandalism and other criminal acts. Surveys recommend security improvements and/or corrective actions to protect employees from crime and national security information from unauthorized disclosure. (Chapter 562)

selective calling (SELCAL)

Mode of radio operation similar to paging (beeper) systems found in the United States. Within the Department of State and USAID programs, the General Electric format, also known as "T-99" is most commonly found. This method is a sequential burst of analog signals which are modulated on the carrier, or frequency assigned. Through the development of micro-miniature technology and digital formatting, a variety of other paging systems have evolved. For new systems being installed at overseas missions, digital formats such as MDC-1200 and/or ZVEI may be incorporated to display specific user data on the radio such as "MAN DOWN", or "USER ID" at a control station. (Chapter 562)

Self-Certification

Completion of the USAID Self-Certification form (USAID Self-Certification Safety Checklist for Home-based Telecommuters AID 400-7 (12/97)) by the Telecommuter in advance of the onset of the Telecommuting arrangement, indicating that the alternative workplace meets such safety requirements as to ensure coverage of the telecommuter under the Worker's Compensation Program if injured while working under a telecommuting arrangement. (Chapter 405)

senior agency official

The official designated by the agency head under section 5.6(c) of EO 12958 to direct and administer the agency's program under which information is classified, safeguarded, and declassified. (Chapter 562)

senior employees

All direct-hire officers and employees who are (1) Appointed by the President, by and with the advice and consent of the Senate, or otherwise appointed to a position for which the rate of pay is fixed according to Executive Levels I through V, under subchapter II of Chapter 53 of Title 5 USC; or (2) Employed in a position for which the basic rate of pay is equal to or greater than the rate of basic pay for Level V of the Executive Schedule. (Chapters 562, 566)

Senior Executive

A member of the Senior Executive Service. (Chapter 423)

Senior Executive Service (SES)

A separate personnel system for persons who set policy and administer programs at the top levels of the Government (equivalent to GS-16 through Executive Level IV). (Chapter 413)

Senior Foreign Service

Definitions for terms in this chapter are located in 3 FAM 2430

(Chapter 435)

Senior Foreign Service Career Candidate Program

Appointment to the Senior Foreign Service for a limited period not to exceed five years as a career candidate. A career candidate who does not qualify during the trial period to become a career member of the Senior Foreign Service is separated from the Career Candidate Program no later than the expiration date of the candidate's time-limited appointment. (Chapter 422)

Senior Foreign Service Classes

The Senior Foreign Service consists of three ranks or classes Counselor, Minister Counselor, and the senior most level, Career Minister. (Chapter 422)

Senior Foreign Service Consolidated Selection Board (C/BOARD)

Board convened annually by the Director, Office of Human Resources and the Inspector General for Backstop 08 personnel to evaluate the performance, competence, and potential of Senior Foreign Service employees. The Board makes recommendations for promotions, Presidential and Agency Awards, salary level adjustments, recertification determinations, separation considerations, limited career extensions, and withholding of scheduled salary step increases. (Chapter 422)

Senior Foreign Service Non-career Appointment

Limited Senior Foreign Service appointment used primarily to fill special needs overseas for skill categories not required on a long term basis. Appointments are made by the Administrator and are not to exceed five years. (Chapter 422)

Senior Management Review Board

Advisory panel to the Administrator which is responsible for recommending Senior Foreign Service employees for Presidential Awards, adjudicating denial of Foreign Service and Senior Foreign Service Agency performance pay award cases referred by the Director of Human Resources, and for advising the Deputy Administrator on Limited Career Extensions. (Chapter 422)

Senior Threshold Board

Board which reviews Foreign Service officers who have applied for promotion into the Senior Foreign Service. (Chapter 422)

Sensitive but Unclassified (Sensitive) Information

A category of unclassified official information and material which warrants a degree of protection and (SENSITIVE)administrative control that meets the criteria for exemption from public disclosure set forth under Sections 552 and 552a of Title 5, the Freedom of Information Act and the Privacy Act. SBU information includes, but is not limited to, medical, personnel, financial, investigatory, visa, law enforcement or other information which, if released, could result in harm or unfair treatment to any individual or group, or could have a negative impact upon individual privacy, federal programs, or foreign relations. (source:12 FAM 540). Examples of SBU include: Travel of agency employees, except the Agency Administrator or Deputy Administrator, to or through a high or critical terrorist threat environment; investigatory records compiled by an agency conducting lawful national security intelligence investigation (source: FOIA); and candid assessments of situations in a host country which could cause embarrassment if made public. (Chapter 545)

sensitive information

(also referred to as Sensitive But Unclassified (SBU)

Information that requires protection due to the risk and magnitude of loss or harm that could result from inadvertent or deliberate disclosure, alteration, or destruction of the data. The term includes data whose improper use or disclosure could adversely affect the ability of the Agency to accomplish its mission, proprietary data, records requiring protection under the Privacy Act, and data not releasable under the Freedom of Information Act. It is also certain sensitive official information and material which is not national security information, and therefore, is not classifiable, nevertheless warrants a degree of protection. Such information or material may include, among other things, information received through privileged sources and certain personnel, medical, investigative, commercial, and financial records. Material of this type which requires protection and limited dissemination shall be designated by any official having signing authority for the material. (Chapters 562, 566, 567)

sensitive positions

Any position in USAID the occupant of which could bring about, because of the nature of the position, a material adverse effect on the national security. There are three types of sensitive positions each of which requires access to classified information:

a. Critical-Sensitive Position: Any position in USAID, the duties of which include, but are not limited to: positions with public trust risk designations of high with access to any level classified information: positions with a requirement for access to Top Secret information: positions having investigative or security functions, or service on personnel security boards.

b. Noncritical-Sensitive Position: Any other sensitive position in USAID that does not fall within the definition of a critical-sensitive position. The duties of a noncritical-

sensitive position include, but are not limited to access to national security information and material up to, and including, Secret.

c. Special-Sensitive Position: Any position in USAID, the duties of which are determined to be at a level higher than "critical sensitive" because of the greater degree of damage that an individual by virtue of occupancy of the position could effect to the national security, or because the duties may entail access to sensitive compartmented information. (Chapters 562, 566, 567)

sensitivity level

The classification of an object that identifies the security classification of data within the object. (Chapter 545)

Separate Maintenance Allowance (SMA)

See STR 260; 3 FAM 3232; 3 FAH-1 H-3230 (Chapter 477)

Separation for Cause

(See 3 FAM 4310 (Old 3 FAM 761.2) (Chapter 485)

Serious Health Condition

Includes

(1) An illness, injury, impairment, or physical or mental condition that involves-
(i) Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or (ii) Continuing treatment by a health care provider that includes (but is not limited to) examinations to determine if there is a serious health condition and evaluations of such conditions if the examinations or evaluations determine that a serious health condition exists. Continuing treatment by a health care provider may include one or more of the following-

(A) A period of incapacity of more than 3 consecutive calendar days, including any subsequent treatment or period of incapacity relating to the same condition, that also involves-

(1) Treatment two or more times by a health care provider, by a health care provider under the direct supervision of the affected individual's health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or

(2) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider (e.g., a course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition.)

(B) Any period of incapacity due to pregnancy, or for prenatal care, even if the affected individual does not receive active treatment from a health care provider during the

period of incapacity or the period of incapacity does not last more than 3 consecutive calendar days.

(C) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition that-

(1) Requires periodic visits for treatment by a health care provider under the direct supervision of the affected individual's health care provider,

(2) Continues over an extended period of time (including recurring episodes of a single underlying condition); and

(3) May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.). The condition is covered even if the affected individual does not receive active treatment from a health care provider during the period of incapacity or the period of incapacity does not last more than 3 consecutive calendar days.

(D) A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The affected individual must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider (e.g., Alzheimer's, severe stroke, or terminal stages of a disease).

(E) Any period of absence to receive multiple treatments (including any period of recovery) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity or more than 3 consecutive calendar days in the absence of medical intervention or treatment (e.g., chemotherapy/radiation for cancer, physical therapy for severe arthritis, ~~Orally administered disease~~ ~~Orally administered disease~~ does not include routine physical, eye, or dental examinations; a regimen of continuing treatment that includes the taking of over-the-counter medications, bed-rest, exercise, and other similar activities that can be initiated without a visit to the health care provider; a condition for which cosmetic treatments are administered, unless inpatient hospital care is required or unless complications develop; or an absence because of an employee's use of an illegal substance, unless the employee is receiving treatment for substance abuse by a health care provider or by a provider of health care services on referral by a health care provider. Ordinarily, unless complications arise, the common cold, the flu, earaches, upset stomach, minor ulcers, headaches (other than migraines), routine dental or orthodontia problems, and periodontal disease are not serious health conditions. Allergies, restorative dental or plastic surgery after an injury, removal of cancerous growth, or mental illness resulting from stress may be serious health conditions only if such conditions require inpatient care or continuing treatment by a health care provider.) (Chapter 481)

serious incidents

Those which affect the operational status of the USAID. Such incidents may include: 1) The USAID office building has been attacked or sustained damage due to bombing, mob violence or terrorist assault; 2) USAID personnel have been taken hostage, injured or killed in other than accidental circumstances; and 3) USAID facilities, residences or personnel are under imminent threat of attack. (Chapter 562)

Service

See 3 FAM 4310 (Old 3 FAM 761.2) and 3 FAM 4412 (Chapters 485, 486)

Services

The performance of identifiable tasks, rather than the delivery of an end item of supply. (Chapter 310)

Provision of administrative assistance or something of benefit to the public. (Chapter 528)

SES Career Appointee

An individual in an SES position whose appointment to the position, or previous appointment to another SES position, was based on a competitive SES merit staffing process and whose executive qualifications for the SES were certified by a Qualifications Review Board, or an individual who converted to the SES with a career appointment. (Chapter 423)

SES Limited Emergency Appointee

An individual who was appointed non-competitively, under a non-renewable appointment not to exceed 18 months, to an SES General position to meet a bona fide, unanticipated, urgent need. (Chapter 423)

SES Limited Term Appointee

An individual who was appointed non-competitively, under a non-renewable appointment not to exceed three years, to an SES General position, the duties of which shall expire at the end of such term. (Chapter 423)

SES Non-Career Appointee

An individual, other than one serving under a career or limited appointment, who was appointed non-competitively to an SES General position. (Chapter 423)

SES Position

A position that is classified above GS-15, or is in level IV or V of the Executive Schedule, or an equivalent position, which is not required to be filled by President appointment with Senate confirmation, and in which the incumbent:

- 1) Directs the work of an organizational unit;
- 2) Is held accountable for the success of one or more specific programs or projects;
- 3) Monitors progress toward organizational goals, and periodically evaluates and makes appropriate adjustments to such goals;

- 4) Supervises the work of employees other than personal assistants; or
- 5) Otherwise exercises important policy-making, policy-determining, or other executive functions. (Chapter 423)

Severable/non-severable

A contract that, if terminated, still provides a benefit from the amounts paid/obligated is considered to be severable. For example, an organization has a service contract to wash 1,000 windows during the next 6 months. If the contract is terminated after only 10 windows are washed, the organization has the benefit of 10 clean windows (and presumably would not have to pay for the windows that were not washed). This contract would be considered to be severable. If the contract is for a study, however, terminating the contract before the study is completed leaves nothing – so the contract would be considered to be non-severable.

Some contracts may be severable in part. For example, if you sign a contract with a company which covers the purchase of 20 LAN servers and maintenance of the servers for 18 months, the portion of the contract relating to the purchase would be considered to be non-severable while the portion relating to maintenance would be severable. (Chapter 603)

Shared (or Transferred) Leave Status

The administrative status of an employee while the employee is using transferred leave. (Chapter 482)

Short-term Lease (STL)

A real property lease for less than ten years. The number of renewals does not affect the classification of a lease as short-term; a short-term lease may be renewed for an unlimited number of times and is still considered a short-term lease, as long as each lease period is less than ten years. (Chapter 535) (FAM06-0700)

A single lease of less than 180 days, or repetitive or intermittent leases under a single activity or program within a one-year period totaling less than 180 days. (Chapter 536)

Shot List

A list of shots in a completed motion picture film often used for classification purposes. (Chapter 502)

Significant Effect

With respect to effects on the environment outside the United States, a proposed action has a significant effect on the environment if it does significant harm to the environment. (Chapter 204)

Simplified Acquisition Procedures (SAP)

A term, formerly known as Small Purchasing Procedures, which identifies the methods used for making simplified acquisitions such as imprest, Agency bank card purchases, purchase orders, and Blanket Purchase Agreements (as prescribed in the Federal

Acquisition Regulation [48 CFR 1] Part 13) to streamline the process of purchasing. (Chapter 331)

Simplified Acquisition Threshold (SAT)

\$100,000, except that in the case of any contract to be awarded and performed, or purchase to be made, outside the United States in support of a contingency operation (as defined in 10 U.S.C. 101(a)(13)) or a (U.S. military) humanitarian or peacekeeping operation (as defined in 10 U.S.C. 2302(7) and 41 U.S.C. 259(d)), the term means \$200,000. Limited to \$50,000 after December 31, 1999, unless the agency has certified full FACNET capability in accordance with FAR 4.505-2. This limitation does not apply to acquisitions of commercial items conducted using FAR Subpart 13.6. (Chapter 331)

Single Real Property Manager (SRPM)

A/FBO is the designated SRPM worldwide. This responsibility is delegated to the Administrative Counselor/Officer at each post. This person is responsible for the acquisition and management of all officially leased and Government-owned real property, except for certain USAID property. (Chapter 535)(FAM06-0700)

***Skills Matrix**

A matrix of skills composed of 28 subskills for which performance standards have been established. (Chapter 463)

small business

A business, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on government contracts, and qualified as a small business under FAR 19.102. (Chapter 321)

Small Disadvantaged Business

A small business concern that is at least 51 percent unconditionally owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business that has at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals (as defined in this section) and that has its management and daily business controlled by one or more such individuals. (Chapter 321)

small mission

Small missions manage start-up, ongoing, or terminating programs that are limited in size and breadth to one or two strategic goal areas. Typically, these missions are staffed by a senior manager and one or more technical/program managers, with one to four USDH employees. Small missions engage directly with host governments in planning and overseeing U.S. assistance programs and rely on USAID/W, full missions, or regional hubs for technical, program and administrative support services. (Chapter 102)

Son or Daughter

A biological, adopted, or foster child; a step child; a legal ward; or a child of a person standing in loco parentis who is:

- (1) Under 18 years of age; or
- (2) 18 years of age or older and incapable of self-care because of a mental or physical disability. A son or daughter incapable of self-care requires active assistance or supervision to provide daily self-care in three or more of the "activities of daily living" or "instrumental activities of daily living." Activities of daily living include adaptive activities such as caring appropriately for one's grooming and hygiene, bathing, dressing, and eating. Instrumental activities of daily living include cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using the telephones and directories, using a post office, etc. A "physical or mental disability" refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual as defined in 29 CFR 1630.2(h), (i), and (j). (Chapter 481)

Sound Track

The portion of the length of film reserved for the sound record or any length of film bearing sound only. (Chapter 502)

Source

The country from which a commodity is shipped to the cooperating country (or the cooperating country itself if the commodity is located therein at the time of the purchase). In the case of a commodity shipped from a free port or bonded warehouse in the same form it was received therein, "source" is the country from which the commodity was shipped to the free port or bonded warehouse. (Chapter 310)

Special Maintenance And Repair (M&R)

The restoration to original condition, or to a sound state, of real property or a portion thereof that has deteriorated or been damaged. (See Routine M&R.) (Chapter 535)(FAM06-0700)

Special Objective

The result of an activity or activities which do not qualify as a strategic objective, but support other US government assistance objectives. A special objective is expected to be small in scope relative to the portfolio as a whole. (Chapters 201, 202, 203, 204)

Special, One-Time Report

A report prepared one time as requested by a Member of Congress and/or Congressional Committee staff as assigned by ES or GC/LP. (Chapter 556)

Special Types of Records

Records which, because of their size or physical characteristics, must be kept in a separate group. They include films, disks, and tape records which require special equipment and handling, cartographic materials and drawings, cards (manual and machine type), and computer printouts. (Chapter 502)

Specific Functional Category

Federal agency activities which consume energy, or which are directly linked to energy consuming activities and which fall into one of the following groups: Services, General Transportation, Industrial or Production, Operational Training and Readiness, and Others.

(Chapter 528)

Specific RIF Notice

A written communication from an Agency official to an individual employee providing notice that the employee will be reached for a RIF separation action. (Chapter 454)

Split Funding

The term "Split Funding" refers to the practice of using more than one funding source in a single contract or other financing instrument. (Chapter 601)

sponsoring unit

A generic term for a unit of any Agency Mission, Bureau, or grantee that applies USAID funds, via an activity, to training design, implementation, or evaluation activities.

(Chapter 253)

Spouse

An individual who is a husband or wife pursuant to a marriage that is a legal union between one man and one woman, including common law marriage between one man and one woman in States where it is recognized.

(Chapter 481)

Staff

An organization element within a bureau, independent office or mission; a Level II or below organization. A staff is responsible for carrying out functions or activities which are supportive to the effective functioning of a line organization. (Chapter 102)

stakeholders

Those individuals and/or groups who exercise some type of authority over USAID resources such as Congress, OMB, Department of State, and those who influence the political process, e.g., interest groups and taxpayers.

(Chapters 102, 201, 203)

Individuals and/or groups who have an interest in USAID training activities, programs, and objectives. Examples are USAID sponsoring units, participants, their supervisors or work unit managers, training contractors, and training providers. (Chapter 253)

stakeholder compact

Also known as a Training Agreement. A written statement among participant and other stakeholders specifying agreed-to performance change targets within the organizational setting of the participants selected. (Chapter 253)

Standard

An energy conservation measure determined by DOE to be applicable to a particular agency or agencies. Once established as a standard, any variance or decision not to adopt the measure requires a waiver. (Chapter 528)

Standard Agency Applications

Software that has been installed on Agency hardware that is generally available to Agency users of automation equipment. (Chapter 550)

Standard Form

A form prescribed by a Federal agency, pursuant to its authority, and approved by GSA for mandatory Government-wide use. (Chapter 505)

Standardization

Standardization is the selection of a specific brand(s) of technical equipment to the exclusion of other brands when it can be established that such action is necessary in the public interest. (Chapter 534)

Standardized Regulations (Government Civilians in Foreign Areas)

A publication of the Department of State, Allowances (SR)Staff, covering the various support allowances applicable to U.S. Government employees traveling or posted overseas. Allowances are also applicable to PASA/RSSA contract employees as provided for by contract provision. (Chapter 306)

standardized security equipment

IG/SEC-approved security equipment and locking hardware required to safeguard the vital interests of the agency and comply with local, state and federal regulations. (Chapter 562)

*Standards of the Class

The determination that an employee is meeting the skills standards of the class established in the Skills Matrix and has met the work objectives established in the current Annual Evaluation Form. (Chapter 463)

Statement of Expenditure

The accounting of expenditures which must accompany each US participant's income tax return, detailing the training-related expenditures paid from US sources on behalf of the participant. (Chapter 253)

Statistical Record

A record in a system of records maintained for statistical research or reporting purposes only and not used in whole or in part in making any determination about an identifiable individual, except as provided by section 8 of title 13. (Chapter 508)

Stock Control Records

Stock control records are property records which identify the kind and quantity of expendable and non-expendable property in the warehouse available for issue to post activities. (Chapter 534)

Stock Footage

Unedited motion picture film or video tape of scenery and action that is retained for future use. (Chapter 502)

Strategic Objective

The most ambitious result (intended measurable change) that a USAID operational unit, along with its partners, can materially affect and for which it is willing to be held responsible. The strategic objective forms the standard by which the operational unit is willing to be judged in terms of its performance. The time-frame of a strategic objective is typically 5-8 years for sustainable development programs, but may be shorter for programs operating under short term transitional circumstances or under conditions of uncertainty.

(Chapters 201, 202, 203, 204, 534)

Strategic Objective Agreement

A formal agreement that obligates funds between USAID and the host government or other parties, setting forth a mutually agreed upon understanding of the time frame, results expected to be achieved, means of measuring those results, resources, responsibilities, and contributions of participating entities for achieving a clearly defined strategic objective. Such an agreement between USAID and the host government may allow for third parties (e.g., NGOs) to enter into sub-agreements with either USAID or the host government or both to carry out some or all of the activities required to achieve the objective. (Details in Series 300.) (Chapters 201, 202, 203)

Strategic Objective Grant Agreement (SOAG)

The SOAG is the principal bilateral grant agreement used by USAID. A SOAG is composed of the Principal Text; Annex 1, Amplified Description; and Annex 2, Standard Provisions. (Chapter 350)

Strategic Objective Team

In general, a team is a group of people committed to a common performance goal for which they hold themselves individually and collectively accountable. Teams can include USAID employees exclusively or USAID, partner, stakeholder and customer representatives. An SO team is a group of people who are committed to achieving a specific strategic objective and are willing to be held accountable for the results necessary to achieve that objective. The SO team can establish subsidiary teams for a subset of results or to manage a results package. (Chapters 201, 202, 203, 204)

A group of people who are committed to achieving a specific objective and are willing to be held accountable for the results necessary to achieve that objective. This team may

establish subsidiary teams for a subset of results or to manage a results package. (Chapters 304, 305, 307)

Strategic Plan

The framework which an operating unit uses to articulate the organization's priorities, to manage for results, and to tie the organization's results to the customer/beneficiary. The strategic plan is a comprehensive plan which includes the delimitation of strategic objectives and a description of how it plans to deploy resources to accomplish them. A strategic plan is prepared for each portfolio whether it is managed at a country level, regionally, or centrally. (Chapters 201, 202, 203, 204)

Strategic Support Objective

Strategic support objectives are intended to capture and measure a regional or global development objective which is dependent on the results of other USAID operating units to achieve the objective but to which a global or regional program makes an important contribution. Therefore, the key differentiation from a strategic objective, as defined above, is that there is a recognition that the achievement of the objective is accomplished and measured, in part, through the activities and results at the field mission level. (Chapters 201, 202, 203, 204)

Student

An individual enrolled not less than halftime in an accredited high school, trade school, technical or vocational institute, junior college, college, university, or other accredited educational institution. (Chapter 413)

Student Career Experience Program

This is a salaried program for full time high school, college undergraduates and graduate students. It combines classroom learning directly related to practical on-the-job experience. (Chapter 469)

Student Temporary Employment Program

This program enables high school, college undergraduate and graduate students to earn a salary while continuing their studies. Job assignments are clerical/administrative support. (Chapter 469)

Sub-Borrower

The individual or group that is the recipient of a loan from an ICI. (Chapter 316)

Sub-Goal

A higher level objective which is beyond the operating unit's responsibility but which provides a link between the strategic objective and the operating unit goal. Inclusion in operating unit plans is optional. (Chapters 201, 202, 203)

Sub-Group Standing

An employee's relative standing on a retention register based on tenure group and veteran preference subgroup. Employees are ranked within each subgroup by years of service which includes performance credit. (Chapter 452)

subject invention

Subject invention means any invention of the funding recipient conceived or first actually reduced to practice in the performance of work under USAID agreements. (Chapter 318)

Subject Line

The Subject line, assigned by the originator, highlights message content; identifies reader interest; and helps to automatically retrieve the telegram. Assign a subject that is concise, but gives clear clues. (Chapter 549)

Subject Files

Relate to standard categories, functions and interests, and consist of general file materials of incoming originals and outgoing copies of letters, memoranda, cables/telegrams, e-mails, faxes, reports and documents involving a wide variety of topics. (Chapter 502)

Subject Filing

The process of arranging and filing records according to their general informational content. The purpose is to bring together all papers on the same topic to make it easier to retrieve information when it is needed. (Chapter 502)

Sub-Loan

A loan from an Intermediate Credit Institution (ICI) to an individual or group. (Chapter 316)

sub-recipient

Any person or government department, agency, establishment or nonprofit organization that receives financial assistance to carry out a program through a primary recipient or other sub-recipient. (Chapter 591)

Subsidized Credit

The provision of loans on the basis of interest rates and fees that fail to cover the full long-run costs of providing those loans. (Chapter 219)

substantive changes

Substantive changes are those that alter the meaning of a document. (Chapter 501)

suitability

Suitability refers to the basic standard (in EO 10450) requiring that an individual's appointment to or retention in the Federal Service must promote the efficiency of the Service. Suitability is only applicable to direct-hire employees.

(Chapters 562, 566, 567)

*suitably marked

Marking with the USAID red, white and blue emblem, and for shipping containers, marking with the emblem in addition to the USAID financing document number. (Chapter 320)

Summary Rating (Civil Service)

An adjectival rating (Exceptional, Excellent, Effective, Needs Improvement, or Unacceptable). (Chapter 462)

Summer Employment Program

Salaried Summer internships for high school and college undergraduates and graduate students who will continue their education upon completion of the internship. Job assignments are clerical/administrative support for high school students, directly related to field of study above that level. (Chapter 469)

Supervisor

An employee that is responsible for the "direction" of employees within their organization unit. Supervisors are coaches that empower staff to accomplish work. Other traditional supervisory duties include evaluating employee performance, selecting or participating with considerable weight in the selection of subordinate employees, reviewing and approving leave requests, hearing and resolving complaints and grievances, and effecting disciplinary measures. (Chapter 102)

A supervisor is one who gets work done through others with accountability to agency management for the quantity and quality of the work done. The supervisor has responsibility for planning, organizing and reviewing work; administering personnel matters; and dealing effectively with employees and union representatives about employee-management concerns. (Chapter 413)

Supplemental Financial and Management Information

Additional information which supports the "Overview of the Reporting Entity" or which enhances an understanding of the financial condition and operations of the Agency. (Chapter 594)

Supplementary Evaluation Form (SEF)

A form prepared in addition to the AEF for promotion, tenuring and IDI graduation nominations. (Chapter 459)

Supplies

Means all property except land or interest in land. It includes (but is not limited to) public works, buildings, and facilities; ships, floating equipment, and vessels of every character, type, and description, together with parts and accessories; aircraft and

aircraft parts, accessories, and equipment; machine tools; and the alteration or installation of any of the foregoing. (Chapter 331)

Supreme Audit Institution (SAI)

A host government audit organization. Generally, the host government Office of Auditor General. (Chapter 591)

Survivor Annuitant

A person who is entitled to an annuity based on the service of a deceased employee or annuitant, and who has filed claim. (Chapter 494)

Survivor Annuity

The annual sum payable to a survivor annuitant. (Chapter 494)

Suspension

An action taken by a suspending official to disqualify a contractor temporarily from Government contracting and Government-approved subcontracting; a contractor so disqualified is "suspended". (Chapter 313)

An Agency action which places an employee in a temporary status without duties and pay. (Chapters 485, 487)

Sustainable development

Continued economic and social progress that rests on four key principles: improved quality of life for both current and future generations; responsible stewardship of the natural resource base; broad-based participation in political and economic life; and effective institutions which are transparent, accountable, responsive and capable of managing change without relying on continued external support. The ultimate measure of success of sustainable development programs is to reach a point where improvements in the quality of life and environment are such that external assistance is no longer necessary and can be replaced with new forms of diplomacy, cooperation and commerce.

(Chapter 101)

system

The organized collection, processing, transmission, and dissemination of information in accordance with defined procedures, whether automated or manual. (Chapter 509)

An assembly of hardware and software configured for the purpose of processing, transmitting and receiving, storing and retrieving data; a system may include microcomputers, facsimiles, private branch exchanges, gateways and firewall equipment of any sort. (Chapter 545)

System Manager

The person officially assigned the responsibility for overseeing the creation and use of records in an information system. (Chapter 509)

System of Records

A group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual. (Chapters 508, 509)

System of Records Notices

Information posted in the Federal Register that accurately describes the type systems of records that an agency maintains. It is updated every two years. (Chapter 509)

System Owner

The office including those operated responsible for a specific electronic system, e.g, Account Receivable System; IG Tracking System, American Electronic Time & Attendance System (AETA), USAID Worldwide Accounting and Control System (AWACS). (Chapter 502)

- T -

Tandem Couple

A married couple with both individuals assigned by orders to positions at an overseas post. (Chapter 535)(FAM06-0700)

Target

See Performance Target. (Chapters 201, 202, 203)

Team

A group of individuals coming together through consensus to achieve agreed-to objectives or results. Teams may be comprised of employees of USAID and/or other federal agencies, partners, customers, and contractors. A team may or may not exist as an official organization unit. When serving as an organization unit, it functions within a bureau, independent office or mission, as a Level II or below organization. (Chapter 102)

team leader

Team leaders of parallel teams ensure that the work of their team is carried out by performing a range of coordinating and supportive duties and responsibilities. Team Leaders to be effective must use a variety of skills in facilitation, communication, coordination, negotiation, consensus building, problem-solving and other areas of interpersonal behavior. Team leaders of aligned teams serve as full supervisors of these organization units and are usually titled as supervisory. (Chapter 102)

Team Leaders are "player coaches" who work with a group of team members to achieve specific tasks, produce analytical work products and services, meet long/short term program goals, and are also responsible for individual team tasks. (Chapters 202, 203, 204, 251, 305, 462)

Teamwork

The process whereby a group of people work together (often by dividing tasks among members based on relative skills) to reach a common goal, to solve a particular problem, or to achieve a specified set of results. (Chapter 102)

Technical Architecture for Information Technology (IT)

The conceptual model of USAID's information technology equipment/hardware, computer software, telecommunications and procedures which go together to build a fully functional information system. The Technical Architecture identifies the need for a resource, such as a computer, communications device, or a problem isolation procedure and also identifies feasible products that meet the need. (Chapter 544)

Technical Assistance

The provision of goods or services to developing countries and other USAID recipients in direct support of a development objective-as opposed to the internal management of the foreign assistance program.
(Chapter 306)

Technical Documentation

Records required to plan, develop, operate, maintain, and use electronic records and software. Included are systems specification, file specification, code books, records layout, user guides, and output specifications. (Chapter 502)

Technical Reference Files

Copies of documents retained strictly for reference and informational purposes and which are not part of the official files. Sometimes called technical reference materials or reference publications. The technical reference file group consists of printed or processed material that has no record value but has a direct relationship to the work of the office. They include such material as technical reports, manuals and other directives, pamphlets, periodicals, and guides. They are collected for use as working tools. (Chapter 502)

Technical Review Committee (TRC)

A Committee convened by the Chief, M/HR/POD, to review technical qualifications, make assessments, and recommend appointments of CS applicants to the Foreign Service. The Committee comprises an Foreign Service (FS) Chairperson holding the rank of at least FS-01, two officers, normally FS, who are experts in the technical specialty of the position to be filled and no lower than Class FS-02, a representative (voting) from M/HR/POD with knowledge of the position, and a non-voting representative of the Office of Equal Opportunity Programs (EOP). (Chapters 415, 459, 468)

telecommunications center

A facility that processes and stores multi-level classified, sensitive and unclassified information in support of agency programs and objectives. (Chapter 562)

Telecommunications Equipment

This includes telephones, pagers (beepers), facsimile machines, and computer equipment attached to the network. (Chapter 549)

Telecommunications Network

This includes e-mail, development and dissemination of directory management procedures, network design and features, coordination of installation of local area networks (LANs), and utilization monitoring and performance management. (Chapter 549)

Telecommuter

A USAID employee assigned to USAID/W working at an alternative workplace under the provisions of a telecommuting agreement. (Chapter 405)

Telecommuting Agreement

Completion of the USAID Telecommuting Agreement form (USAID Telecommuting Agreement, AID 400-8 (12/97)) including at minimum the name and signatures of the Telecommuter and approving supervisor or management official, the alternative workplace to be utilized, the dates and hours to be worked, and some description of the work to be performed. (Chapter 405)

Telecommuting Center

A workplace subsidized by the General Services Administration (GSA) and made available to Federal Agency's on a reimbursable basis - currently not utilized by USAID. (Chapter 405)

Telegram (CABLE)

An official message originating in the Agency relating pertinent information dealing with policy, program activities and personnel for the operation of the U.S. Government. (Chapter 503)

Telegram Captions and Attention Indicators

A four-letter computer address assigned by the Communications Center to an Agency office which designates the Action office. (Chapter 549)

Telegram Communication

(commonly know as the Cable System) includes all activities involving the coordination of telegram regulations with other government agencies, preparation and distribution of all Agency telegrams, and maintaining hardware and software to support the operation of the telegram system. (Chapter 549)

Telegram Precedence Indicators

Prescribe the relative urgency for handling and transmitting telegrams. (Chapter 549)

*TEMPEST

The investigation, study, and control of compromising electromagnetic emanations from telecommunications and AIS equipment. Sometimes refers to system components that use approved emanation suppression/ containment systems for the processing and storage of classified national security information. (Chapters 545, 552, 562)

temporary detail

Temporary assignment, including a TDY, made to meet emergency needs of the Service caused by abnormal workload, special projects or studies, change in mission or organization, or unanticipated absences. (Chapter 432)

Temporary duty at a place other than the employee's post of assignment. (Chapters 522, 523, 524, and 525) (6 FAM-111.3)

Temporary Duty Employees

Employees that provide assistance on a short-term basis under a PASA or RSSA, usually to Missions. They normally are concerned with overall activity direction or provide advice on specific problems, rather than broad assistance over an extended period of time. (Chapter 306)

Temporary Employment Authorization

A determination based on partial investigative action that an individual is eligible to occupy a non-sensitive position. The individual may have access to Sensitive But Unclassified (at the discretion of the holder of the SBU material) and have access to USAID sensitive information technology systems (at the discretion of the appropriate system administrator). The temporary employment authorization may be withdrawn at any time. If withdrawn, the individual will be advised of the issue requiring resolution, however the individual has no right to appeal the decision. The employment authorization will remain temporary until the personnel security investigation is completed and favorably adjudicated at which time the temporary designation is withdrawn. (Chapter 567)

Temporary Lodging Allowance

See STR 120 (Chapter 477)

Temporary Promotion

See 5 CFR 536.102 (Chapter 474)

Temporary Quarters

Subsistence expenses of the employee and immediate family during occupancy of temporary quarters. (Chapter 524)

Quarters allowed under the authority of 5 U.S.C. 5993 and Section STR 120 or STR 130 of the Standardized Regulations. (Chapter 526).

Temporary Reassignment

See 5 CFR 536.102 (Chapter 474)

temporary security clearance

A certification based on partial investigative action that a U.S. citizen, who requires access to information classified at a certain level, has been found security eligible under USAID standards (authority #16) and may be permitted access to classified information at the specified level. The temporary clearance may be withdrawn at any time. If withdrawn, the individual will be advised of the issue requiring resolution, however the individual has no right to appeal the decision. The clearance will remain temporary until the personnel security investigation is completed and favorably adjudicated at which time the temporary designation is withdrawn. (Chapter 566)

*Tenure

Definitions for terms in this chapter are located in 3 FAM 2430 (Chapter 435)

A process that changes a career candidate from limited or conditional to career status. (Chapter 463)

Tenure Board

A Board established by the Foreign Service Act of 1980 to review all career candidates who meet eligibility for conversion to career status. (Chapter 468)

tenure groups

One of three groups in which an employee is ranked on a retention register according to the type of appointment under which they serve (i.e., career, career-conditional, or temporary appointments). (Chapter 452)

The group to which employees in the same Competitive Level are assigned, based on type of appointment, for the purpose of determining retention standing. There are two tenure groups, Group I (for career employees) and Group II (for career candidates). (Chapter 454)

termination claims

Claims for compensation of costs incurred when a contract is terminated for default or the convenience of the Government. (Chapter 591)

terrorism

The unlawful use or threatened use of force or violence against individuals or property to coerce or intimidate governments or societies, often to achieve political, religious, or ideological objectives. (Chapters 562, 563)

Text Documents

Narrative or tabular documents, such as letters, memorandums, and reports, in loosely prescribed form and format. (Chapter 502)

third country

Any country which is neither the US nor the country where the USAID sponsoring unit is operating. (Chapter 253)

third country national

A legal permanent resident, but not a citizen, of the non-US country in which the sponsoring unit is operating. (Chapter 253)

Third Country National (TCN) Employee

An individual who is 1) neither a U.S. citizen nor a permanent legal resident alien of the United States nor a host-country citizen, and 2) eligible for return travel to the home country or country of recruitment at U.S. Government expense. (Chapter 495)

threat level

DOS (Department of State) has developed four threat categories for use in defining the nature of threats at overseas posts: 1) Terrorism, War and Civil Disturbance; 2) Human Intelligence; 3) Technical security; and 4) Crime. Within these four categories there are four threat levels indicating the frequency of threats directed against the U.S. official community: 1) Critical; 2) High; 3) Medium; and 4) Low. Determinations of threat levels for each category at each post are based on the DOS Composite Threat List, issued semi-annually by DS/DSS/ITA. (Chapters 562, 563)

Threshold Decision

A formal Agency decision which determines, based on an Initial Environmental Examination, whether a proposed Agency action is a major action significantly affecting the environment. (Chapter 204)

Time-In-Class

Limitations on the maximum time which may be spent in the Foreign Service or in any one class of the Senior Foreign Service (See Chapter 440). (Chapter 422)

TMC

A Travel Management Center is a commercial travel agent under joint contract with the General Services Administration (GSA) and federal agencies or departments. (Chapters 522, 523, 524, and 525) (6 FAM-111.3)

*TOP SECRET

A national security classification applied to information, the unauthorized disclosure of which reasonably could be expected to cause exceptionally grave damage to the national security (source Executive Order 12958). An example of TOP SECRET information is Information or evaluations which reveal vulnerabilities of a weapons system, communication security subsystems and associated storage media to attack (source:NTISSI 4002). (Chapters 545, 552)

Total Disability

The inability of an employee to work in any capacity as a result of a work-related injury or occupational disease or illness. (Chapter 442)

Trade-In

The act or business of exchanging commodities by barter, or by buying and selling for money; commerce; traffic; barter. (Chapter 536)

TraiNet

USAID's corporate database system enabling the planning and reporting of information on all USAID training activities, including in-country training. Data collected by USAID and/or its partners via TraiNet includes measures of results and performance monitoring, training participant and program identification, and costs and cost-sharing. The TraiNet software is a self-contained distributable application that helps Missions, contractors, and contractor systems at various locations to collaborate in training for results. TraiNet replaces former databases such as the participant Training Information System (PTIS), and the Participant Training Management System (PTMS). (Chapter 253)

Training

A planned intervention by organizational or independent professionals to solve identified performance gaps through the acquisition and application of new skills, knowledge, or attitudes (SKAs). These are acquired either via structured learning and follow-up activities, or via less structured means. Training can consist of long-term academic degree programs, short- or long-term non-degree technical courses in academic settings, non-academic seminars, workshops, on-the-job learning experiences, or observational study tours. (Chapter 253)

training agreement (See stakeholder compact)(Chapter 253)

training impact

Improvements in individual job or organizational performance attributable to new skills, knowledge, and attitudes (SKAs) acquired during training and applied at work settings, designed to contribute to institutional, sectoral, and host-country development objectives.

(Chapter 253)

training, in-country

A learning activity taking place in a classroom or workshop with formally designated instructor(s), learning objectives, and outcomes, conducted full-time or intermittently within the host country.

(Chapter 253)

training, informal

Learning activities taking place outside the classroom or other such formal structuring during a period of Agency-sponsored training. Includes study and observational tours, or on-the-job practical learning activities not connected to formal classroom instruction.

(Chapter 253)

training provider

Any institution, organization, or individual, whether public, private, non-profit, or for-profit, which furnishes instruction directly to a participant under full or partial USAID funding. Distinct from training contractors, who arrange for such training and are also known as Programming Agents. (Chapter 253)

training, technical

Formally structured learning activities, generally in a classroom, which do not lead to an academic degree. Can include technical courses at community colleges, technical institutes or universities, on-the-job activities tied to technical-area classroom work, or any combination of such formally structured, non-degree producing instructional activity. (Chapter 253)

training, third-country

Any training activity conducted in a country which is not the host country or the United States. (Chapter 253)

Transfer

The change of an individual from an SES position in one agency to an SES position in another agency without a break in service of one full workday. (Chapter 423)

A change of assignment. (Chapters 522, 523, 524, and 525) (6 FAM-111.3)

transfer of function

The transfer of the performance of a continuing function from one competitive area to another competitive area where it had not previously been performed. It also includes the movement of the competitive area in which the function was performed to another commuting area. (Chapter 452)

Transition Initiative

A set of actions intended to facilitate stability and strengthen democratic institutions in nations that have suffered political, economic or social upheaval. These actions are not conducted by OFDA. (Chapter 251)

Transitory Correspondence

Includes transmittal letters or forms, routine requests for information, publications or communications, acknowledgments, and other similar types of papers of short term interest which have no documentary or evident value and normally need not be kept more than 90 days. (Chapter 502)

Transitory Files

Contain correspondence that ordinarily would be filed in subject files except they pertain to matters of short-term interest. They constitute a separate record series because of the disposal date. (Chapter 502)

Transmission and Receipt Data

1) Transmission and receipt data: Information in electronic mail systems regarding the identities of sender and addressee(s), and the date and the time messages were sent.

2) Receipt data: Information in electronic mail systems regarding date and time of receipt of a message, and/or acknowledgment of receipt or access by addressee(s). (Chapter 502)

Traumatic Injury

A wound or other condition of the body caused by external force, including stress or strain, which is identifiable as to time and place of occurrence and affected body member or function, and which occurs within a single day or work-shift. Traumatic injury includes prosthetic devices or applications, such as eyeglasses and hearing aids, damaged or destroyed incidental to a work-related personal injury requiring medical services. (Chapter 442)

Travel

For the purposes of this chapter, 'Travel' means the official travel and transportation of employees, their dependents and effects. It also includes the administration of allowances and benefits to employees assigned to overseas posts. (Chapter 527)

Travel Per Diem Allowance

See STR 925, 6 FAM 140; ADS 522-524 (Chapter 477)

Trust Fund Property (USAID Only)

Trust fund property is property purchased with USAID Trust Funds, to be used only for USAID activities, and accounted in inventory records in the same manner as, but separately from, USAID OE funded personal property, and which reverts to the host country upon disposal.

(Chapter 534)

type of service

Identifies whether the position of the employee is in the competitive or excepted service. (Chapter 452)

- U -

Ultimate Customer

Host country people of every age, gender, and level of physical and/or mental ability who are end users or beneficiaries of USAID assistance and whose participation is essential to achieving sustainable development results. (Chapters 201, 202, 203)

Unacceptable Performance

Performance that fails to significantly meet the performance measure established for a work objective. (Chapter 462)

unclassified automated information system

An information system that has not been engineered and/or physically located in such a way as to suppress compromising emanations. Such systems are not approved for the general processing of classified national security information. (Chapter 562)

unclassified information

A category of information which includes both sensitive but unclassified (SBU) and non-sensitive information and materials which at a minimum must be safeguarded against tampering, destruction, or loss. SBU information and materials must also be afforded additional protections commensurate with the sensitivity level of the data involved. (Chapter 545)

***unconditional gifts**

Gifts made with no conditions on their use. (Chapter 628)

undue interruption

The degree of interruption that would prevent the completion of required work by the employee 90 days after placement into a different position under RIF procedures. (Chapter 452)

Uniquely Suitable

A condition in which the proposed Participating Agency is the only source available to provide the required technical assistance. (Chapter 306)

United States

The 50 States and the District of Columbia. (Chapters 522, 523, 524, and 525)(6 FAM-111.3)

***Unliquidated Obligation Balance**

An amount which has been obligated, but not disbursed/expensed and remains as either uninvoiced and/or unpaid (Chapters 621 and 631)

***Unobligated Balance**

The portion of obligational authority that has not yet been obligated. Unobligated balances whose period of availability has expired are not available for new obligation. (Chapter 621)

Unscheduled Records

Records (including AV records) for which a disposition has not been assigned, because the records don't fit any of the existing categories, or because they represent a new AV medium. (Chapter 502)

unsupported costs

Costs questioned by the auditor because, at the time of the audit, the auditor found that such costs were not supported by adequate documentation. (Chapters 591, 592)

Unusual Hours

Work hours that are frequently required to be varied and do not coincide with any regular work schedule. This category includes individuals who regularly work significantly more than 8 hours per day. It does not include shift workers, those on alternate work schedules, and those granted exceptions to the normal work schedule (e.g., flextime). (Chapter 514)

U.S. Flag Air Carrier

One of a class of air carriers holding a certificate under Section 401 of the Federal Aviation Act of 1958 (49 U.S.C. 1371) authorizing operations between the U.S. or its territories and one or more foreign countries. (Chapter 314)

U.S. General Accounting Office Standards "Yellow Book"

The standards, issued by the Comptroller General of the United States, for audit of Government organizations, programs, activities, and functions, and of Government assistance received by contractors, nonprofit organizations, and other non-governmental organizations. (see also Generally Accepted Government Auditing Standards and Government Auditing Standards) (Chapter 592)

U.S. National Interest

A political/strategic interest of the United States that guides the identification of recipients of foreign assistance and the fundamental characteristics of development assistance. (Chapters 201, 202, 203)

USAID

For purposes of this Directive, USAID is the term used to describe any overseas USAID organization including an USAID Mission (USAID), Office of the USAID Representative (USAID/REP), Regional Economic Development Service Office (REDSO), Regional Housing and Urban Development Office (RHUDO), Office of the Regional Inspector General (RIG) and Field Office (FO). (Chapter 562)

USAIDAC

This term is used when the subject of the outgoing telegram has to do with USAID programs or projects, or other substantive matters that are of interest to other U.S. Government Agencies. (Chapter 549)

USAID Acquisition Regulation (AIDAR)

USAID's supplement to the FAR, issued as Chapter 7 of Title 48, CFR. (Chapters 302, 330)

USAID Form

A form initiated by USAID. (Chapter 505)

USAID Geographic Code

A three digit code in the USAID Geographic Code Book which designates a country, a group of countries, or an otherwise defined area.

- a) Code 000 - The United States: The United States of America, any State(s) of the United States, the District of Columbia, and areas of U.S.-associated sovereignty, including commonwealths, territories and possessions.
- b) Code 899 - Free World: Any area or country, except the cooperating country itself and the following countries: Afghanistan, Libya, Vietnam, Cuba, Cambodia, Laos, Iraq, Iran, North Korea, Syria and the People's Republic of China.
- c) Code 935 - Special Free World: Any area or country in the Free World, including the cooperating country.
- d) Code 941 - Selected Free World: The United States and any independent country in the Free World, except the cooperating country itself and the following: Albania, Andorra, Angola, Armenia, Austria, Australia, Azerbaijan, Bahamas, Bahrain, Belgium, Bosnia and Herzegovina, Bulgaria, Belarus, Canada, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Gabon, Georgia, Germany, Greece, Hong Kong, Hungary, Iceland, Ireland, Italy, Japan, Kazakhstan, Kuwait, Kyrgyzstan, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Moldova, Monaco, Mongolia, Montenegro, Netherlands, New Zealand, Norway, Poland, Portugal, Qatar, Romania, Russia, San Marino, Saudi Arabia, Serbia, Singapore, Slovak Republic, Slovenia, South Africa, Spain, Sweden, Switzerland, Taiwan, Tajikistan, Turkmenistan, Ukraine, United Arab Emirates, United Kingdom, Uzbekistan, and Vatican City. Has the status of a "Geopolitical Entity", rather than an independent country.
(Chapter 310)

USAID Library

A USAID/W resource collection, staffed by professionals who manage and provide a wide range of (DIC): development information books, journals, and other resources to USAID staff and contractors and the public who need ready access to information sources on international development.
(Chapter 540)

USAID Network (USAIDNET)

This includes: a) Electronic Mail (e-mail), development and dissemination of directory management procedures; b) network design and features; c) coordination of installation of local area networks (LANs); and d) utilization monitoring, and performance management.
(Chapters 550, 549)

USAID system

A system funded by the Agency and operated by or for the Agency and located in space owned or directly leased by the Agency or another agency of the USG.
(Chapter 545)

USAID Tenure Languages

See list of languages and definition in ADS 458. (Chapter 459)

Use Agreement

An interagency agreement covering the use by one or more agencies of all or part of a property under short-term lease to another agency. Normally, United States Government agencies do not sublease real property to one another. Instead, their understandings on use of the property, including funding and other responsibilities, are stated in a use agreement signed at post by all involved agencies. The use agreement is administered in the manner of a short-term lease. (Chapter 535)(FAM06-0700)

User's Guide

A package of descriptive and technical documentation prepared for use with a data file.

Users

Anyone responsible for complying with operating procedures or technical documentation in utilizing a system throughout its life cycle.

Usually Traveled Route

One or more routes which are essentially the same in travel time and cost to the Government. Selection of usually traveled routes will depend on the authorized mode or combination of modes, and is subject to the provisions of section 134 and 135 restricting use of foreign carriers. (Chapters 522, 523, 524, and 525) (6 FAM-111.3)

utility/service door

An area secured by a locked door to preclude unauthorized access to non-public areas such as water closets, telephone closets, electrical areas, and ventilation systems.
(Chapter 562)

Utilization

The identification, processing, reporting and transfer of excess personal property among federal agencies. (Chapter 536)

- V -

Value-Added Telecommunication Services

This includes activities such as video conferencing, database sharing, and bulletin board access. (Chapter 549)

Value Engineering

A management technique using a systematized approach to seek out the best functional balance between the cost, reliability, and performance of an activity or

process, with a particular focus on the identification and elimination of unnecessary costs. VE/VA can be used both in the design stage and as an evaluation tool. (Chapters 201, 202, 203)

Vanpool

A group of 8 to 15 persons using a van, specifically designed to carry passengers, for transportation to and from work in a single daily round trip. This excludes automobiles and buses. (Chapter 514)

vault

An area meeting Department of State standards as a vault. Defined by DS/PSP/PSD (Physical Security Division) in State 090433 of March 23, 1988 (confidential cable). Also includes Mosler and Hamilton Modular Vaults with approved Mosler vault door. (Chapter 562)

Veterans' Preference

A retention preference for employees so entitled under 5 USC 2108, and 5 USC 3501(a)(3). (Chapter 454)

Very Important Person (VIP)

Very Important Person/Official (Chapters 555 and 559)

violations

a. security violation: Any failure to comply with the requirements and regulations regarding the security of classified information and material as stipulated in this Directive and 12 FAM 1000.

b. deliberate security violation: An intentional failure or conscious effort to circumvent or disregard the requirements and regulations regarding the security of classified information and material as stipulated in this Directive and 12 FAM 1000.

c. security infraction: Any failure to comply with the requirements and regulations regarding the security of sensitive information as stipulated in this Directive and 12 FAM 1000. (Chapter 562)

Virtual Team

Members of a team who are not collocated and therefore participate primarily through telecommunication systems. (Chapters 201, 202, 203)

virus

A computer program or a portion of a computer program that is self-replicating when executed. The self-replicating capability permits the virus to spread throughout a computer system or network without detection. A virus is generally used to perform an unauthorized, visible, and sometimes destructive function such as displaying a message on computer terminals or erasing disk files. (Chapter 562)

Vital Records

Essential Agency records that are needed to meet operational responsibilities under national security emergency or disaster conditions or to protect the legal and financial rights of the Government and those affected by Government activities. (Chapter 502)

Voice Communication

This includes telephones, pagers, long-distance calling, facsimile machines, and voice mail for USAID/W sites. (Chapter 549)

Volunteer Intern Program

An intern program of ten weeks to six months in duration for college undergraduate and graduate students who will continue their education upon completion of the internship. Their work upon completion of assignment are related to their field of study. (Chapter 469)

Volunteer service

Service performed without compensation by a full or half-time student, including graduate student, with the written permission of the institution at which the student is enrolled. (Chapter 413)

- W - X - Y - Z -

Warrant

A Certificate of Appointment (SF-1402) used to re-delegate purchasing authority (see also, 331.4, Certificate of Appointment). All warrants issued shall be available for examination by the public or USAID personnel. (Chapter 331)

*Within Class Increase

A periodic increase in an employee's rate of basic pay from one step of the class of his or her position to the next higher step of that class. (Chapter 463)

*Within Grade Increase

A periodic increase in an employee's rate of basic pay from one step of the grade of his/her position to the next higher step of that grade. (Chapter 462)

woman owned bank

A bank that is owned at least 50 percent by women. (Chapter 636)

Workday

Those hours which comprise in sequence the employee's regularly scheduled tour of duty within any 24-hour period, whether falling entirely within one calendar day or not. (Chapter 479)

*Work Objectives

Expectations for an employee established by management for a particular rating period. (Chapter 462)

Specific professional expectations listed in a performance work plan for an employee established by management for a particular rating period. (Chapter 463)

work schedule

The regularly established tour of duty for an employee to work in a week (i.e., full-time or part-time). (Chapter 452)

Work Unit

An office, staff, or other unit below the Bureau or independent office. (Chapter 480)

Worldwide Maintenance Program

A contract that USAID awarded in which missions have computer hardware repaired. (Chapter 547)

write-off

A disallowed cost determined by Agency management to be uncollectible. (Chapter 591)

Glossary of Abbreviations

ABA	American Banking Association
ACDA	Arms Control and Disarmament Agency
ACH	Automated Clearing House
AD	Acquisitions Division of A/FBO
AD	Administratively Determined
ADM	Administrative section
ADM USAID	USAID administrative messages
ADP	Automated Data Processing
ADPE	Automatic Data Processing Equipment
ADS	Automated Directives System
ADS CD	Automated Directives System Compact Disk
A&E	Architectural and Engineering Annual Evaluation Form
AGATT	Agricultural Attache
AGR	Agricultural Attache or section (USDA/FAS)
AIDAR	USAID Acquisition Regulation
AIS	Automated Information
AIRA	Air Attache
ALUSNA	Naval Air Attache
AM	Area Management Division of A/FBO
AMB	Ambassador
A/OPE	Office of the Procurement Executive

	Coordinator
AP	Acquisitions and Planning Office of A/FBO
APO	Army Post Office
ARC	Aids-Related Complex
ARMA	Army Attache
ATMs	Automatic Teller Machines
ATO	Area Telegraphic Office or Agricultural Trade Office
AV	Audio-Visual
*AWACS	AID World-wide Accounting and Control System
BCAO	Branch Cultural Affairs Officer (USIA)
BDE	Building Design and Engineering Division of A/FBO
BHR	Bureau for Humanitarian Response
BO	Branch Office
BOE	Building Operating Expenses
BPAO	Branch Public Affairs Officer (USIA)
CAO	Cultural Affairs Officer (USIA)
CASE	Computer Assisted Systems Engineering
CATS	Candidate Applicant Tracking System
CATS	Consolidated Audit Tracking System
C/BOARD	Senior Foreign Service Consolidated Selection Board
CCN	Cooperating Country National
CDG	Career Development Groups

CD-DIS	Development Information System on CD-ROM
CDO	Career Development Officer
CD-ROM	Compact Disk - Read Only Medium
CEO	Cultural Exchange Officer (USIA)
CFE	Conventional Forces in Europe
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CG	Consul General, Consulate General
CGR	Consul General's residence
CHG	Charge d'Affaires
Chrons	Chronological files
CIB	Contract Information Bulletins
CICA	Competition in Contracting Act
CIP	Commodity Import Program
CLO	Community Liaison Officer
CM	Construction Management Division of A/FBO
CMC	Community center
CMP	Compound
COB	Consulate office building
CODEL	Congressional delegation
COM	Chief of Mission
COMPUSEC	Computer Security
COMSEC	Communications Security

CONS	Consul, Consulate, Consular section
COOP	Continuity of Operations Plan
COP	Continuation of Pay
COUNS	Counselor
CPO	Communications Program Officer
CPA	Certified Public Accountant
CPU	Central processing units
CRB	Credit Review Board
CS	Civil Service
*CTO	Cognizant Technical Officer.
CUST	Customs (Treasury)
CWIP	Construction work in progress
DAC	Development Assistance Committee
DAC	Discretionary Access Control
DAO	Defense Attache Office
DATT	Defense Attache
DCAA	Defense Contract Audit Agency
DCFO	Deputy Chief Financial Officer
DCM	Deputy Chief of Mission
DCR	Deputy Chief of Mission residence
DEC	Development Experience Clearinghouse
DEV	Development (usually of architectural and Engineering plans or construction projects)

DEXS	Development Experience System
DHHS	Department of Health and Human Services
DIA	Defense Intelligence Agency
DIR	Director
DOS	Department of State
DOSAR	Department of State Acquisition Regulations
DPAO	Deputy Public Affairs Officer (USIA)
DPO	Deputy Public Officer
DS	Bureau of Diplomatic Security
EAC	Emergency Action Committee
EBBS	Electronic Bulletin Board System
ECON	Economic section
ECON/COMM	Economic/commercial section
E&E NET	Emergency & Evacuation Network
EFT	Electronic Funds Transfer
E-MAIL	Electronic Mail
ESDB	Economic and Social Data Base
ESDS	Economic and Social Data Service
EMB	Embassy
EMR	Ambassador's residence
EO	Executive Order
EOP	Equal Opportunity Programs
ERS	Emergency Relocation Site
ESO	Engineering Services Officer

EXC	Senior level residence
EXO	USAID Executive Officer
FAC	Facilities and Maintenance Division of A/FBO
FAH	Foreign Affairs Handbook
FAM	Foreign Affairs Manual
FAR	Federal Acquisition Regulations
FAS	Foreign Agricultural Service
FAAS	Foreign Affairs Administrative Support
*FASAB	Federal Accounting Standards Advisory Board
FAV	Fully Armored Vehicles
FBIS	Foreign Broadcast Information Service
FBO	Office of Foreign Buildings Operations
FCS	Foreign Commercial Service (See US&FCS)
FECA	Federal Employees' Compensation Act
FF&E	Furniture, Furnishings and Equipment
FFA&E	Furniture, furnishings, appliances and Equipment for residences
FIRMR	Foreign Information Resources Management Regulations
FMS	Financial Management System
FO	Field Office
FPO	Fleet Post Office
FR	Financing Request

FS	Foreign Service
FSC	Final Selection Committee
FSH	Fire Safety and Hazard Control Division
FSN	Foreign Service National
FSNDH	Foreign Service National Direct Hire
FSNPSC	Foreign Service National Personal Services Contract
FTP	File Transfer Protocol
FY	Fiscal Year
GAAS	Generally Accepted Auditing Standards
GAGAS	Generally Accepted Government Auditing Standards
GAO	General Accounting Office
GAR	Garage
GAS	Government Auditing Standards
GC	General Counsel
G/HCD	Bureau for Global Programs, Field Support, and Research, Human Capacity Development Center
GO	Government-owned
GRS	General Records Schedules
GSA	General Services Administration
GSO	General Services Officer
HCA	Head of the Contracting Activity
HAC	Health and Accident Coverage

HF SSB	High Frequency Single Sideband
HHE	Household Effects
HHS	Department of Health and Human Services
HIV	Human Immunodeficiency Virus
HSTA	Home Service Transfer Allowance
IAHB	Interagency Housing Board
IAP66A	Information Agency Program 66A
ICASS	International Cooperative Administrative Support Services
ICI	Intermediate Credit Institution
IDA	International Disaster Assistance
IDF	Interior Design and Furnishings Division of A/FBO
IDI	International Development Intern
IDP	Individual Development Plan
IDS	Intrusion Detection System
IG	Inspector General
IIP	Intern Investment Program
IM	Office of Information Management
I.M.P.A.C.	International Merchant Purchase Agreement Card
INS	Immigration and Naturalization Service
IO	Information Officer (USIA)
IOB	Independent Office Building

IRM	Information Resources Management
IS	INFORMATION SYSTEMS
IT	Information Technology
ITIN	Individual Taxpayer Identification Number
JAO	Joint Administrative Office/Officer
LAB	Labor Officer/section
LAN	Local Area Network
LAV	Light Armored Vehicle
LCP	Local Compensation Plan
LLDCs	Least Developed Countries
LO	Liaison Officer/section
LQA	Living quarters allowance
LSGA	Limited Scope Grant Agreement
LTL	Long-term lease
M&IE	Meals and Incidental Expenses
MAAG	Military Assistance Advisory Group
MACS	Mission Accounting and Control System
M/AS	Bureau for Management, Office of Administrative Services (M/AS)
M/AS/IRD	Bureau of Management, Office of Administrative Services, Information Records Division
MCRC	Management Control Review Committee
MFI	Microfinance Institution
*M/FM	Bureau of Management, Office of Financial Management

MFO	Microfinance Organization
MI	Minor improvements
MILGP	Military group
MLO	Military Liaison Officer
MOR	Middle level officer residence
M&R	Maintenance and Repair
MRN	Message Reference Number
MSQ	Marine Security Guard quarters
MSR	Monthly Status Report
NARA	National Archives and Records Administration
NGO	Non-Governmental Organization
NMS	New Management System
NOB	New Office Building
NPR	National Partnership for Reinventing Government
NXP	Non-Expendable Personal Property
OBC	Office Building - Chancery
OBX	Office Building - Annex
OECD	Organization for Economic Cooperation and Development
OEP	Occupant Emergency Plan
OFF	Office property
OIC	Officer In Charge

OIG	Office of the Inspector General
OJT	Overseas on-the-job training
OMC	Office of Military Cooperation
OPM	Office of Personnel Management
OPS	Operations and Post Support Office of A/FBO
ORE	Official residence expenses
OWCP	Office of Workers Compensation Program
PA	Participating Agency
PAAD	Program Assistance Approval Document
PAC	Public Access Control
PAIP	Program Assistance Initial Proposal
PAO	Public Affairs Officer (USIA)
PASA	Participating Agency Service Agreements
PASA	Participating Agency Staff
PCC	Post Communications Center
PD	Project Director for A/FBO construction Projects
PDO	Property Disposal Officer
PE	Program Execution Office of A/FBO
PEF	Performance Evaluation File
PID	Project Identification Document
PIO/T	Project Implementation Order/ Technical Services

PM	Program Management Division of A/FBO
PMI	Presidential Management Intern
PMO	Property Management Officer
PMP	Prevention, Mitigation and Preparedness
PO	Principal Officer
PO	Purchase Order
POL	Political Officer/section
POL/LAB	Political/Labor section
POR	Principal Officer residence
POV	Privately-owned vehicle
PP	Project Paper
PPD	Planning and Programming Division of A/FBO
PRC	Paper Review Committee
PROPID	Property Identification Number
PSC	Personnel Services Contractor
PSO	Post Security Officer
QEP	Qualifications Evaluation Panel
R4	Results Review And Resource Request
RATS	Recruitment Applicant Tracking System
RE	Real Estate Division of A/FBO
REDSO	Regional Economic Development Service Office
REHAB	Rehabilitation of buildings and facilities

RELOC	Relocation,(e.g., to a new site)
REMS	Real Estate Management Systems
RENOV	Renovation of existing buildings and Facilities
RHUDO	Regional Housing and Urban Development Office
RIF	Reduction in Force
RIFFS	Recruitment Interviewing for Foreign Service
RIG	Office of the Regional Inspector General
R&IR	Receiving & Inspection Report
RLA	Regional Legal Advisor (USAID)
RMO	Resource Management Office of A/FBO, Regional Medical Officer, Regional Marine Office
ROC	Regional Office of Communications
ROCAP	Regional Officer for Central American Programs
RP	Results Package
RRB	Ronald Reagan Building
R&RS	Research and Reference Services
RSO	Regional Security Officer
RSSA	Resource Support Services Agreements
SAI	Supreme Audit Institution
SAP	Simplified Acquisition Procedures
SAT	Simplified Acquisition Threshold

SBU	Sensitive but Unclassified Information
SCI	Scientific Attache/section
SDA	Staff apartments
S&E	Salaries and Expenses allotment
SEF	Supplementary Evaluation Form
SELCAL	Selective Calling
SEO	Security Engineering Officer
SES	Senior Executive Service
SF	Standardized Form
SFS	Senior Foreign Service
SI	International System of Units
SKAs	Skills, Knowledge, and Attitudes
SLA	Site Lot Acreage (improved property with occupied or unoccupied buildings)
SMA	Separate Maintenance Allowance
SO	Strategic Objective
SOAG	Strategic Objective Grant Agreement
SRPM	Single Real Property Manager
STAFFDEL	Congressional staff delegation
STD	Standard Residential Unit
STL	Short-term lease
STU III	Secure Telephone Units
TA	Travel Authorization

TCN	Third Country National
TDY	Temporary Duty
*TEC	Total Estimated Cost
TMC	Travel Management Center
TRC	Technical Review Committee
UAB	Unaccompanied Air Baggage
UNCTAD	U.N. Conference on Trade and Development
USAID	United States Agency for International Development (means the Agency as a whole)
USAIDNET	USAID Network
USAID/REP	Office of the USAID Representative
USAID/W	Agency for International Development (Washington Headquarters)
USC	United States Code
US&FCS	U.S. and Foreign Commercial Service
USINT	U.S. Interests Section
USLO	U.S. Liaison Office
VAC	Unimproved property with no buildings
VIP	Very Important Person
WAE	When Actually Employed
WAN	Wide Area Network
WCF	Working Capital Fund
WHE	Warehouse

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